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Copyright, Ownership, and Use of Software

Getting Started

Computer Requirements
Installation & Setup
Activation Password
Choose a Learning management system (LMS) Personality
On-line Help

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to ANGEL, Blackboard, Desire2Learn, eCollege, WebCT, and other eLearning systems. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another.

Computer Requirements

Respondus requires Windows XP or higher, 32 MB of RAM, 6 MB of free hard disk space, and a 800x600 monitor (1024x768 recommended). Respondus is generally used in conjunction with a learning management system such as ANGEL, Blackboard, eCollege, WebCT, and can also be used with IMS QTI-compliant assessment systems.

Installation and Setup

The *Respondus* installation program can be downloaded from the Respondus website (www.respondus.com). To begin the installation process, locate the Respondus4.exe file once it is downloaded to your hard drive. Double-click the file to start the Respondus installation program and follow the instructions on the screen. Once Respondus is installed, start the program by double-clicking the Respondus icon that appears on the Windows desktop. Or, follow these steps to start the software.

Click [Start] from the Windows desktop
Click [Programs]
Click [Respondus]
Click [Respondus X.x]

The first time you start Respondus (and each time thereafter until the program is registered), you will be presented with a screen that provides the "Product ID#". The Product ID# is used to obtain the Activation Password (see below) which is needed to complete the installation.

Activation Password

Once the Respondus installation program is finished, you will need to obtain a password from www.respondus.com to activate the installation. Be sure to have the "Product ID#" (see previous paragraph) readily available. After you have directed your browser to www.respondus.com, go to the "Registration" section. You have the choice of purchasing a permanent activation password or obtaining

a 30-day trial password. In both cases you will be required to enter a valid e-mail address and the Product ID# that displays on the opening screen of Respondus. Once the information is submitted, the activation password is immediately sent to the e-mail address you specified.

Once the password is received by e-mail, it must be entered into the Respondus program. If you haven't done so already, start Respondus and then enter the password when prompted (you may want to "copy and paste" the password from the e-mail message in order to prevent typing mistakes). Click [OK] to continue. The Respondus software is now activated, either permanently or for a 30-day trial period.

Choose a Learning management system (LMS) Personality

Immediately after the Respondus software is activated, you are prompted to select a Learning management system (LMS) "personality." Respondus offers various user environments (called personalities) that parallel the features and terminology used by specific learning management systems, such as Blackboard, eCollege and WebCT. You can change the "personality" at any time in Respondus from the *Start* menu.

On-line Help

Respondus includes a full-featured help system that includes an index and context-sensitive help. To view the on-line help, choose "Help Topics" from the pull-down Help menu and select a topic. You can also press the F1 key from within Respondus to obtain context-sensitive help. Throughout the program you will additionally see small buttons having a "?" symbol. When the button is clicked, information on that particular option or task is provided.

If you encounter a question that is not answered in the on-line help or in this manual, you are encouraged to visit the "Support" section of our web site (www.respondus.com). There you will find Frequently Asked Questions (FAQ) and other resources.

The remainder of this user manual is organized according to the five menus used in the "Blackboard" personality of Respondus: **Start**, **Edit**, **Settings**, **Preview & Publish**, and **Retrieval & Reports**.

Start Menu (Blackboard Personality)

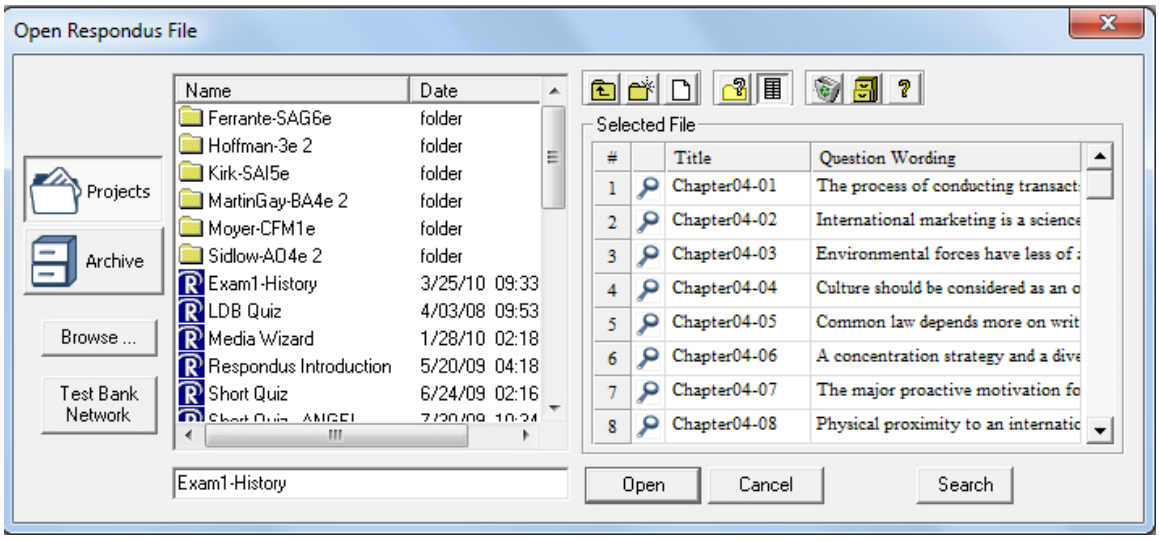
Overview of Start Menu
Opening a File
Creating a File
Test Bank Network
Exam Wizard
Importing Questions to Respondus
Archive Wizard
Changing the LMS Personality and Converting Files

Overview of Start Menu

The *Start* menu provides the ability to **Open** a Respondus file, **Create** a new file, access publisher test banks from the Respondus **Test Bank Network**, and **Import** questions from a MS Word or text file. The **Exam Wizard** provides an easy way to create an exam from an existing set of questions. The **Archive Wizard** allows you to archive an exam or survey, including all media components and equations, with a single click.

Opening a File

From the *Start* menu, click the **Open** button. The following window will appear:



Highlight an exam or survey project by clicking it once. To obtain information on the project, select either of the two center buttons located to the top right of the file list. Select the "Item List" button (right of center) to view a list of the questions that are available in the highlighted project. To preview a particular question, click the "title" of the question. To open a highlighted project, click the **[Open]** button at the bottom of the window. (Double-clicking a file name will also open it.)

Respondus allows projects to be organized within folders. For example, you can place the exams for a particular course within a folder rather than having exams for all courses listed together. To create a new folder, click the "Create New Folder" button located second from left. To navigate down a level within a folder, double-click on the folder itself. To navigate up a level, click the "Up One Level" leftmost button on the row.

The [Browse…] button, located on the lower left side of the window, allows you to find a Respondus file (.rsp) located elsewhere on your hard drive and ***copy*** the file to the "c:\Respondus Projects" folder. It does *not* move the file or open it directly, rather, it creates a new "Projects" folder based on that file. The [Browse…] button can also be used to locate a Respondus "archive" file (.rsa or .rpa) and to restore it to the Projects directory (see *Restoring an Archive File*).

The [Search] button allows a file to be searched prior to opening it (it can only be used if the "Item List" button is selected). Searching is particularly useful if you are trying to locate a file that contains a particular question or set of questions.

The [Test Bank Network] button is used to start the Respondus Test Bank Network wizard. The Respondus Test Bank Network contains the official test banks for thousands of publisher textbooks. Instructors who adopt a participating textbook can access the accompanying test bank directly within Respondus (following a registration process). For complete details, see the "Respondus Test Bank Network" at www.respondus.com.

Once a file is opened, the screen automatically changes to the *Edit* menu.

Creating a File

From the *Start* menu, select the **Create** button to create a new file. You are first prompted to enter a file name and a description for the file. Then you must indicate whether the file is an "Exam" or a "Survey." The type of file you create (or open) will determine the features that are available throughout the program. Click [OK] when you are finished. Once a file is created, you are automatically switched to the *Edit* menu. This is where you add questions to the file.

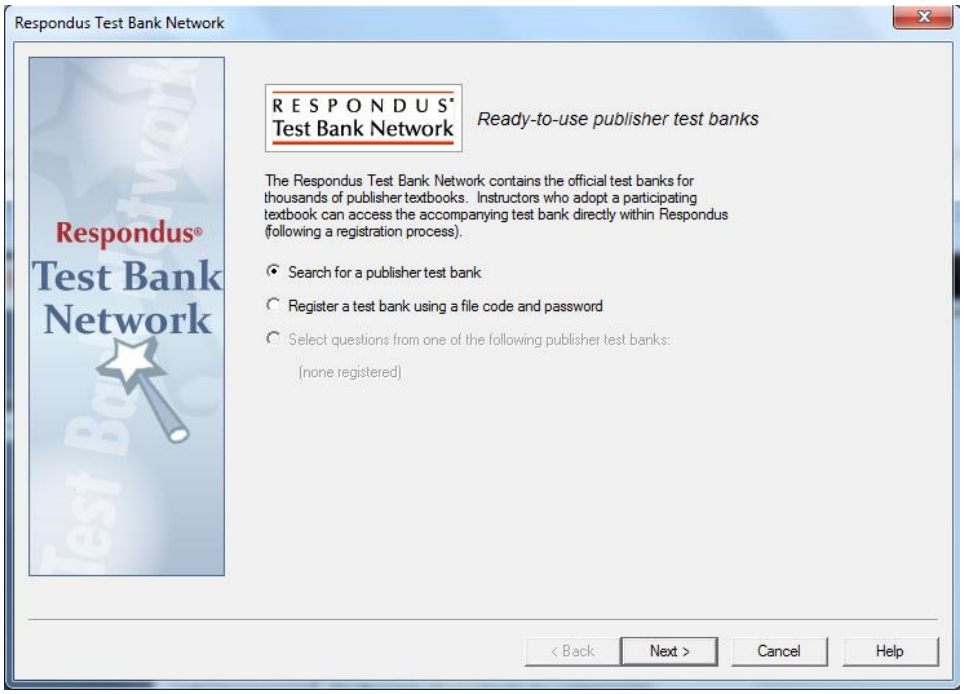
Test Bank Network

The Respondus Test Bank Network contains the official test banks for thousands of publisher textbooks. Instructors who adopt a participating textbook can access the accompanying test bank from within Respondus by selecting the **Test Bank Network** button on the *Start* menu.

Note: all interactions with the **Test Bank Network** require an internet connection.

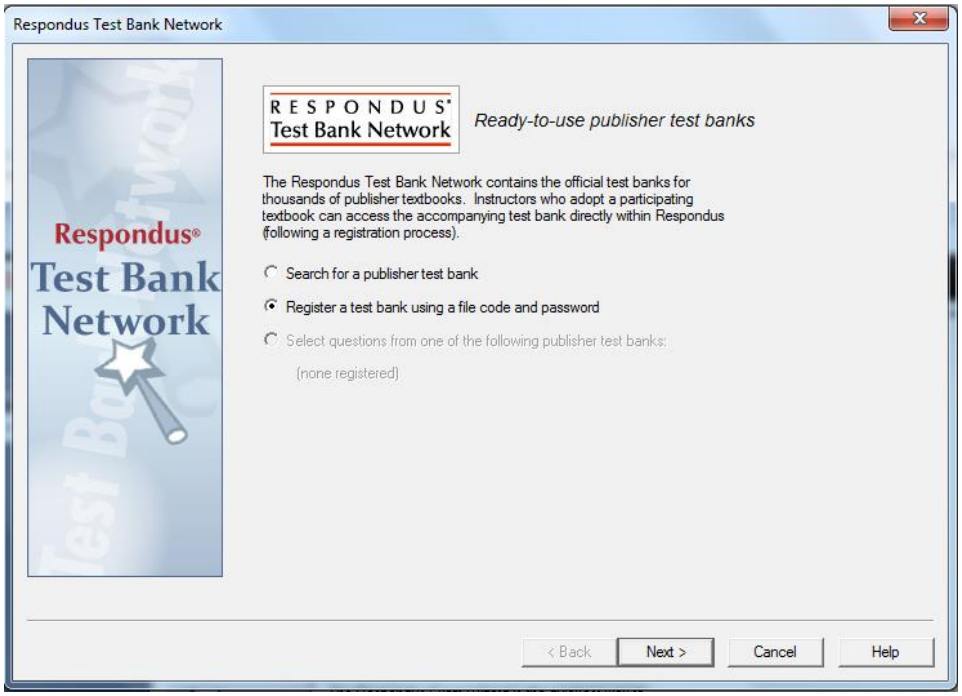
The **Test Bank Network** wizard allows instructors to search for a publisher test bank, submit a request form for the test bank, register a test bank using the

registration code and password sent by the publisher, and finally, select questions from the test bank for use in a Respondus file.

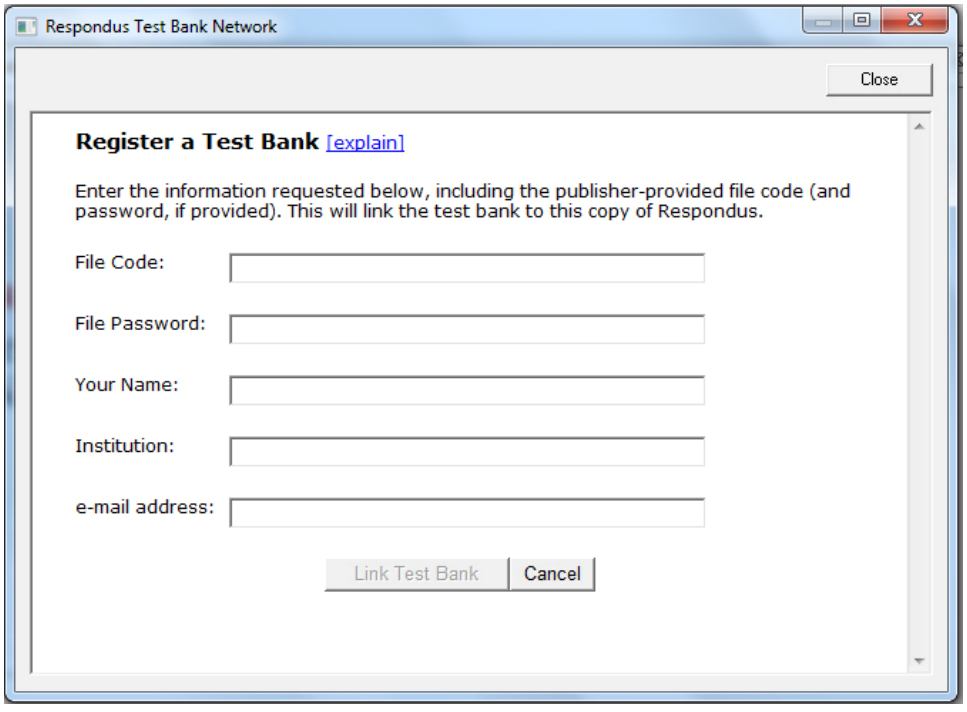

Respondus Test Bank Network
Respondus®
Test Bank Network
RESPONDUS
Test Bank Network
Ready-to-use publisher test banks
The Respondus Test Bank Network contains the official test banks for thousands of publisher textbooks. Instructors who adopt a participating textbook can access the accompanying test bank directly within Respondus (following a registration process).
Search for a publisher test bank
Register a test bank using a file code and password
Select questions from one of the following publisher test banks:
(none registered)
< Back
Next >
Cancel
Help

The first selection "Search for a publisher test bank" will open a browser window and enable instructors to search for textbooks adopted for their classes. Once a textbook is located, a request form is filled out and submitted. This information is sent directly to the publisher for verification.

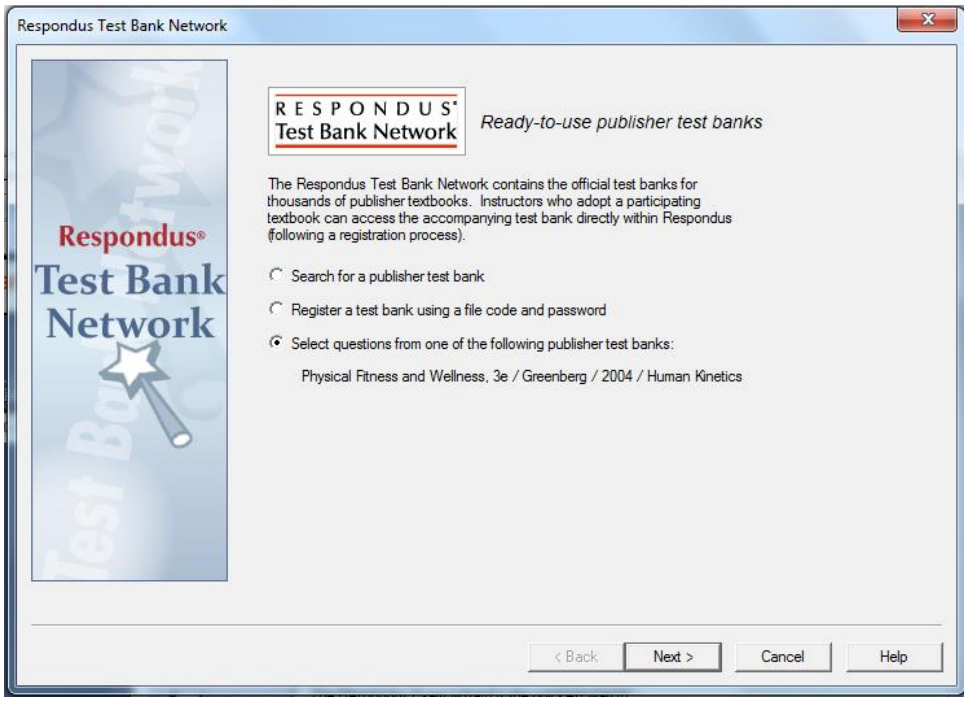
The textbook publisher will send an email to the instructor containing a "file code" and password for registering the test bank using the Respondus software. The instructor should then return to the Test Bank Network wizard in Respondus to register the test bank, which is the second option listed: "Register a test bank using a file code and password".


Respondus Test Bank Network
RESPONDUS
Test Bank Network
Ready-to-use publisher test banks
Respondus®
Test Bank Network
The Respondus Test Bank Network contains the official test banks for thousands of publisher textbooks. Instructors who adopt a participating textbook can access the accompanying test bank directly within Respondus (following a registration process).
Search for a publisher test bank
Register a test bank using a file code and password
Select questions from one of the following publisher test banks:
(none registered)
< Back
Next >
Cancel
Help

In the next step of the wizard, enter the "File Code" and "File Password" (if required) provided by the publisher, along with the information requested. This will register the test bank with this copy of Respondus. It won't be necessary to repeat the process on this computer.

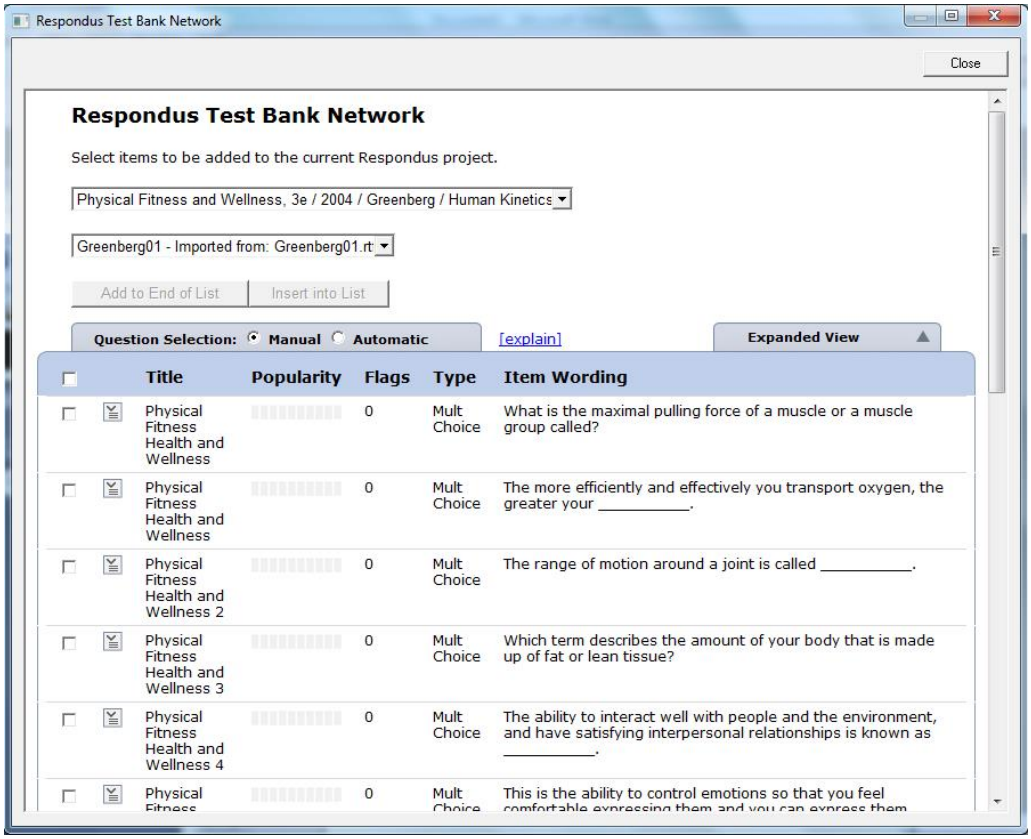

Respondus Test Bank Network
Close
Register a Test Bank [explain]
Enter the information requested below, including the publisher-provided file code (and password, if provided). This will link the test bank to this copy of Respondus.
File Code:
File Password:
Your Name:
Institution:
e-mail address:
Link Test Bank
Cancel

Once the test bank has been registered in Respondus, the third option on the **Test Bank Network** wizard become available: "Select question from one of the following publisher test banks:".


Respondus Test Bank Network
Respondus®
Test Bank Network
RESPONDUS
Test Bank Network
Ready-to-use publisher test banks
The Respondus Test Bank Network contains the official test banks for thousands of publisher textbooks. Instructors who adopt a participating textbook can access the accompanying test bank directly within Respondus (following a registration process).
Search for a publisher test bank
Register a test bank using a file code and password
Select questions from one of the following publisher test banks:
Physical Fitness and Wellness, 3e / Greenberg / 2004 / Human Kinetics
< Back
Next >
Cancel
Help

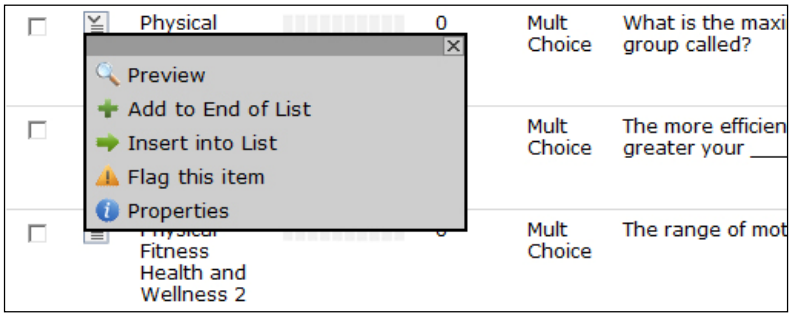
The next page of the wizard allows the selection of a registered test bank and then a specific chapter file from the test bank.

Questions can be manually selected or automatically selected depending on the Question Selection toggle. With Manual selection, individual test bank questions can be previewed and copied to the current Respondus project. To do so, simply select the box to the left of the questions wanted and click the "Add to End of List" or "Insert into List" button.

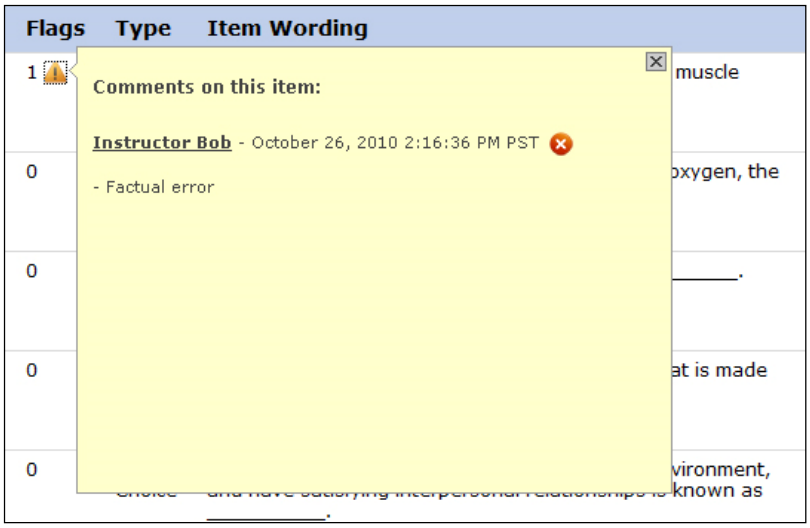

Respondus Test Bank Network
Close
Respondus Test Bank Network
Select items to be added to the current Respondus project.
Physical Fitness and Wellness, 3e / 2004 / Greenberg / Human Kinetics
Greenberg01 - Imported from: Greenberg01.rt
Add to End of List
Insert into List
Question Selection: Manual Automatic
[explain]
Expanded View
Title Popularity Flags Type Item Wording
Physical Fitness Health and Wellness 0 Mult Choice What is the maximal pulling force of a muscle or a muscle group called?
Physical Fitness Health and Wellness 0 Mult Choice The more efficiently and effectively you transport oxygen, the greater your _____.
Physical Fitness Health and Wellness 2 0 Mult Choice The range of motion around a joint is called _____.
Physical Fitness Health and Wellness 3 0 Mult Choice Which term describes the amount of your body that is made up of fat or lean tissue?
Physical Fitness Health and Wellness 4 0 Mult Choice The ability to interact well with people and the environment, and have satisfying interpersonal relationships is known as _____.
Physical 0 Mult Choice This is the ability to control emotions so that you feel

Each question listed has a context menu that provides the following operations:

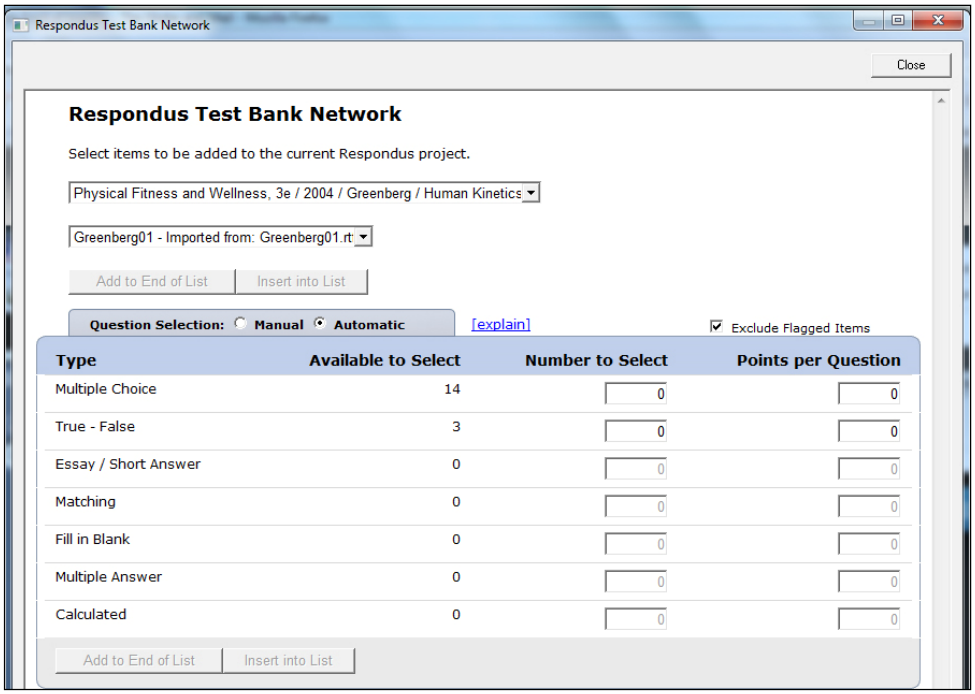
Preview – Preview the question.
Add to End of List – Add this question to the end of the list.
Insert into List – Insert this question into a specific point in the list.
Flag this item – Flag this question as being incorrect or unclear.
Properties – View the properties for the question.


Physical 0 Mult Choice What is the maxi group called?
Preview
Add to End of List
Insert into List
Flag this item
Properties
Mult Choice The more efficien greater your ____
Mult Choice The range of mot
Fitness Health and Wellness 2

Questions that have been flagged (by any instructor using the test bank) will appear with a flag next to the item in the list. The contents of the flag can be viewed by hovering the mouse over the flag or clicking it.



When Automatic selection is used, the number of available questions of each question type is shown. Enter the number of questions to be selected for each question type and the point value to be assigned to it.


Respondus Test Bank Network
Close
Respondus Test Bank Network
Select items to be added to the current Respondus project.
Physical Fitness and Wellness, 3e / 2004 / Greenberg / Human Kinetics
Greenberg01 - Imported from: Greenberg01.rtf
Add to End of List
Insert into List
Question Selection: Manual Automatic
[explain]
Exclude Flagged Items
Type
Available to Select
Number to Select
Points per Question
Multiple Choice 14 0 0
True - False 3 0 0
Essay / Short Answer 0 0 0
Matching 0 0 0
Fill in Blank 0 0 0
Multiple Answer 0 0 0
Calculated 0 0 0
Add to End of List
Insert into List

Questions copied from the test bank using either Manual or Automatic selection will be copied to the currently open Respondus file.

Exam Wizard

The *Exam Wizard* helps familiarize new users with the basic functions of Respondus. In addition, the Exam Wizard is an easy way to create an exam using questions contained in one or more Respondus files. The Exam Wizard allows questions to be randomly selected from the files and point values can be assigned across an entire question type. (The discussion below primarily relates to Exam files. Fewer features are available if the file being created or appended is a Survey file.)

To begin, select the **Exam Wizard** button from the *Start* menu. The first page of the wizard offers three choices. Select the top choice that states "Create a new exam and then copy questions to it from other Respondus files" and click [Next]. The next page of the wizard requires you to provide a name and description for the exam being created. Click [Next] once this information has been entered. The next page of the wizard prompts you to select the Respondus files from which the questions will be copied. Highlight a file and click the [Select] button. Repeat this process until all files from which you want to select questions are selected. Click [Next] to continue.

The next page of the wizard prompts you to select one of the source files chosen in the previous step. You then have the choice of using *Automatic Selection* or *Manual Selection*. When Automatic Selection is chosen, the current number of questions for each question type is displayed in the "Available to Select" column. In the next column, enter the number of questions you want selected for each question type. Then enter the point values to be assigned to each question type (this step is optional--if you leave the "points per question" field blank, the point values from the original file will be used). When all entries are finished, click either the **[Add to End of List]** button or the **[Insert Into List]** button. Repeat this process for each source file.

The *Manual Selection* option allows the questions for each file to be viewed before making a selection. In fact, you can preview individual questions by clicking the title of a question, or by searching the entire list of questions by clicking the **[Keyword Search]** button at the top right. To select questions from this list, simply click in the column furthest to the left--a checkmark will appear next to the question. When you are finished with your selections, click either the **[Add to End of List]** button or the **[Insert Into List]** button. Repeat this process for each source file.

The *Automatic Selection* and *Manual Selection* options may be combined. You may also reselect a file from the pull-down list and choose additional questions from it. However, Respondus will prevent you from selecting a question more than once.

Once questions have been added to the list at the bottom of the screen, you may edit the point values manually. To delete a question from the bottom list, or to

move it to a different location in the list, click the blue title and select the desired option. Finally, notice that a tally of the total number of questions and point values appears at the top right corner of the lower grid.

The next and final page of the wizard is self-explanatory. It provides a variety of options as to what can occur next. For example, to edit questions in the file, you would select the option to go to the Edit menu. To preview or print the exam, you would select that option, and so on.

Click [Finish] to complete the wizard. (Note: Respondus does not permit you to copy questions from a Survey file to an Exam file. Also, some features in this task are disabled when the file being created is a Survey.)

Importing Questions

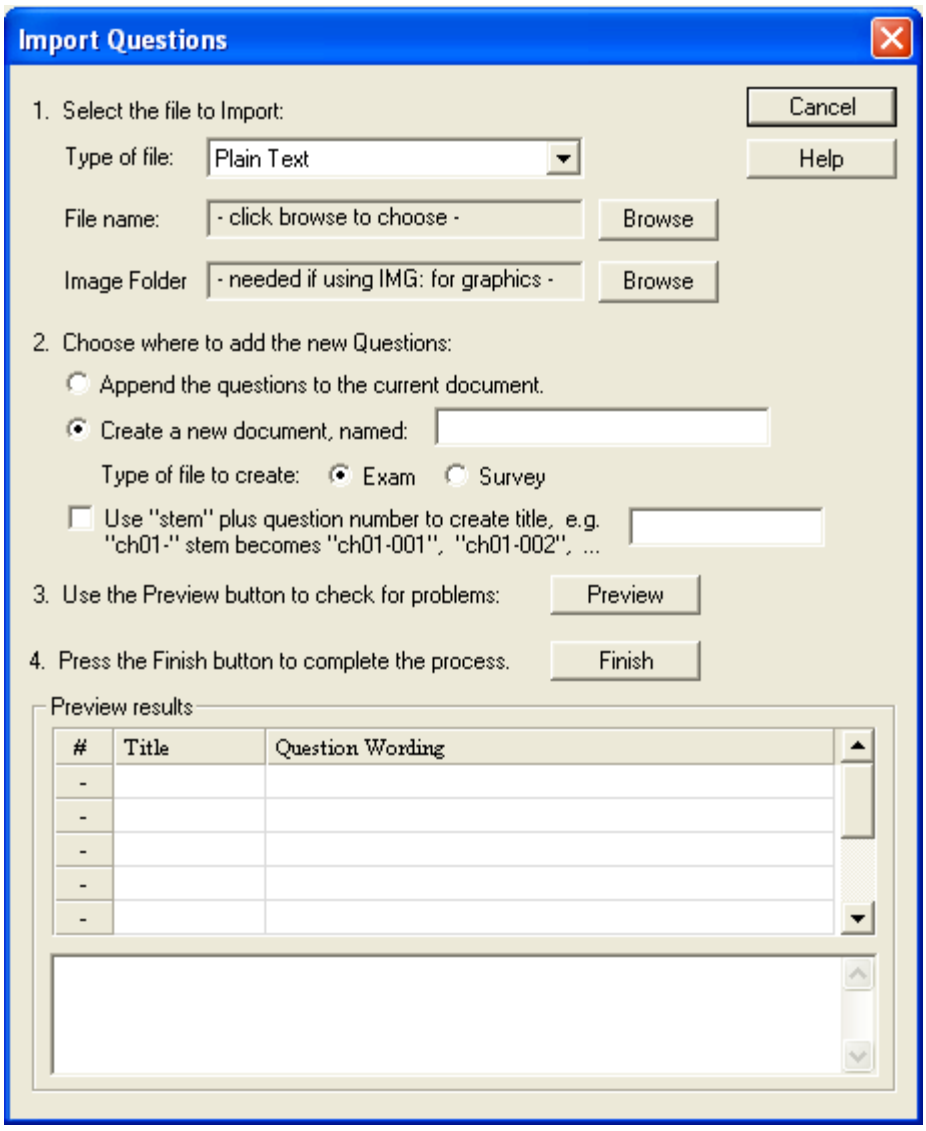
Respondus allows you to import multiple choice, true-false, essay, fill in the blank, fill in multiple blanks, matching, ordering, jumbled sentence, and multiple answer questions from a file. The questions must be organized in a format that is acceptable to Respondus and the file must be stored in one of the following formats: plain text (.txt), rich-text (.rtf), MS Word (.doc and .docx), tab/comma delimited (.csv) format, StudyMate Class format (.zip and .xml).

Note: Importing questions from the Microsoft Word .docx format requires that Word 2007 or Word 2010 be installed on the same computer. The docx format has better support for importing text with formatting like auto-numbers and auto-letters.

The formatting required for all file formats except for .csv files is described in the section entitled "*The Standard Format for Importing Documents*." The formatting required for .csv files is described in the section "*Importing Tab/Comma Delimited Files (CSV)*". Once the file is in the Standard Format, follow these steps to import it into Respondus.

Starting the Import

From the *Start* menu, select the [Import Questions] task. The following dialog will appear:



Step 1

The first step is to select the type of file that will be imported. The "Standard Format" for organizing questions is the same for Plain Text (.txt), Rich Text (.rtf) files, and Microsoft Word (.doc and .docx) files. Files that are in rich text (.rtf) and MS Word (.doc and .docx) format will retain some of the enhanced question formatting such as bold, italic, underline, superscript, and subscript. Embedded graphics can only be imported if the file is in Microsoft Word (.doc or .docx) format, although an alternative method is available for .rtf and .txt files (see *Importing Images* below). Note that certain types of enhanced importing cannot be imported. If the enhanced formatting causes a problem with an import, consider saving the file to rich text or plain text format and then try the import again.

Next, use the [Browse] button to locate and select the file to be imported.

Images embedded in MS Word files will import automatically. However, if images are being imported with csv, rich-text, or txt files (see *Importing Images* below), browse to the folder that contains those images.

Step 2
Specify whether the questions should be appended to the currently open file or whether to create an entirely new file. If you select the second option you will need to enter the name of the file to be created and indicate whether the file should be an "Exam" or "Survey."

Each question being imported will have a "title". If you don't specify a title for each question in the text file itself (discussed below), Respondus will automatically use the first 20 characters of the question wording as the question title. Alternatively, titles can be based on a specific "stem" (or string of text) which will then be followed by consecutive numbering starting with 001. For example, if you select the "Use stem..." checkbox and enter the text "Chapter1-", the title for the first question being imported will be Chapter1-001, the title for the second question will be Chapter1-002, and so on. (You are ***not*** required to enter a stem phrase--this feature is entirely optional.)

Step 3
Click the [Preview] button to preview the file being imported and to see if there are any warning messages. If warning messages are shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import.

Note that some warning messages can be ignored. For instance, Respondus might give the warning *"2 duplicate titles were changed by adding `2' (or 3, 4...)"*. This is simply indicating that two of the question titles for the file being imported are identical (remember, question titles are generated from the first 20 characters of the question wording). Since two question titles in Respondus cannot be identical, the warning message is simply indicating that the duplicate title is having a number such as "2" added to the end of it to make it distinct. This change does not affect the question itself (titles aren't displayed during an exam), so most users can safely ignore this warning.

Step 4
If you are satisfied with how the results look in Preview, click [Finish] to complete the import. The Respondus file has now been created or appended. Switch to the *Edit* menu to modify the file, or go to the *Preview* tab to view the file using a browser-like window.

The Standard Format for Importing
Respondus will import multiple choice, true-false, essay, fill in the blank, and multiple answer questions. The plain text, rich-text, or MS Word file must be

organized in a "Standard Format" before it can be imported into Respondus. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in the blank, and multiple answer questions.

Required Elements *(Multiple Choice)*
Each question must begin with a *question number*, followed by either a period "." or a parentheses ")".

Example: 3)
Example: 3.

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: 3) Who determined the exact speed of light?
Example: 3. Who determined the exact speed of light?

Each *answer* must begin with a letter (A-T) followed by a period "." or a parentheses ")".

Example: 3) Who determined the exact speed of light?

a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Optional Elements *(Multiple Choice)*

A "title" can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: Title: Speed of Light
3) Who determined the exact speed of light?

a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example:

Title: Speed of Light
3) Who determined the exact speed of light?

a. Albert Einstein
*b) Albert Michelson
c) Thomas Edison
d. Guglielmo Marconi

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example:

Answers:
1. A
2. C
3. B

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import. (Note that survey files should not have "correct answers" indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

With an Exam file, *general feedback* can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:

Title: Speed of Light
3) Who determined the exact speed of light?

~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.

a. Albert Einstein
*b) Albert Michelson
c) Thomas Edison
d. Guglielmo Marconi

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of *multiple-choice* questions (only available with Blackboard 6 and higher), place the feedback immediately after the answer choice and begin the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

Example:
Title: Speed of Light
3) Who determined the exact speed of light?

a. Albert Einstein
@ No. Albert Michelson determined the exact speed of light.

*b) Albert Michelson
@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

c) Thomas Edison
@ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi
@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

Point values can be set for each question or for a group of questions. Points are set by adding "Points:" followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example:
Points: 2.5

3) Who determined the exact speed of light?

....

4) Who determined the exact speed of sound?

Both questions 3 and 4 will be given a value of 2.5 points.

Importing True and False Questions

The process of importing "true and false" questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example:
3) Albert Michelson determined the exact speed of light?

*a) True
b) False

Example:
3) Albert Michelson determined the exact speed of light?

*a. T
b. F

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:
Title: Light speed
3) Albert Michelson determined the exact speed of light?

~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

*a. True
b. False

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any

text after the answer list will be ignored.) The correct answer for a true and false question can be designated in three ways: (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example:
Answers:
1. True
2. T
3. A

Importing Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:
Type: E
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

If you are importing an essay question into an Exam file, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).

Example:
Type: E
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer.

Example:

Answers:
1. A
2. C
3. B
4. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.
5. B

Again, all answers are ignored if they are imported into survey files.

Importing Fill in the Blank Questions

Fill in the blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example:

Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example:

Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

a. Zworykin

b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example:
Answers:
1. A
2. C
3. B
4. C
5. Zworykin
5. Vladimir Zworykin
5. Vladimir Kosma Zworykin
6. B

Importing Multiple Fill in the Blanks Questions

Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB". This is followed by the "Title" (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

Example:
Type: FMB
Title: Multiple blanks
5. A [rose] by any other [name] would smell as [sweet].

Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

Example:
Type: FMB
Title: Multiple blanks
5. A [rose, red flower] by any other [name] would smell as [sweet, good].

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording

Example:
Type: FMB
Title: Multiple blanks

5. A [rose, red flower] by any other [name] would smell as [sweet, good].

~ Correct. Well done.

@ Incorrect. A rose by any other name would smell as sweet – or – A red flower by any other name would smell as good.

Importing Matching Questions

The process of importing a "matching" question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with "Type: MT". This is followed by the "title" (which is optional), the question number, and the question wording.

Each *answer* (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example:

Type: MT
Title: Scientific discoveries

4) Match the correct name to the discovery or theory.
a. Michelson-Morely = Speed of light
b. Einstein = Theory of Relativity
c. Marconi = radio waves

Spaces before or after the "=" symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing Ordering Questions

Ordering questions may be imported by starting the first line of formatting with "Type: ORD". This is followed by the "Title" (which is optional), the question number, the question wording, and the answer choices which must be in the correct order.

Example:

Type: ORD
Title: Presidential Order
5. Put the following presidents in order of service?

FORT HAYS STATE UNIVERSITY
Forward thinking. World ready.

a. George Washington
b. John Adams
c. Thomas Jefferson
d. James Madison
e. James Monroe

Each *answer* (which must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example:
Type: ORD
Title: Olympic Order
5. Put the following Summer Olympic host cities in chronological order of when they hosted the Olympics?

~ Correct. You know your Olympic history.

@ Incorrect. Montreal, Moscow, Los Angeles, Seoul and Barcelona are the correct order.

a. Montreal, Canada
b. Moscow, Soviet Union
c. Los Angeles, United States
d. Seoul, South Korea
e. Barcelona, Spain

Importing Jumbled Sentence Questions

Jumbled Sentences may be imported by starting the first line of formatting with "Type: JUM". This is followed by the "Title" (which is optional), the question number, and question wording with the phrases to jumble in [square brackets].

Example:
Type: JUM
Title: Jumbled Sentence
6. A [rose] by [any other name] would [smell] as [sweet].

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of

the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording and before any additional distracters. Additional distracters may be added below the question wording and optional feedback. Distracters must begin with a letter (a-t) followed by a period "." or a parentheses ")".

Example:

Type: JUM
Title: Jumbled quote
6. [Dream] as if you'll [live] forever, live as if you'll [die] tomorrow.

~ Correct. Good job.

@ Incorrect. Dream as if you'll live forever, live as if you'll die tomorrow.

a. Swim
b. float
c. sink

Importing "Multiple Answers" Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answers questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MA". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example:

Type: MA
3) Which of the following individuals are credited with determining the exact speed of light?

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
*d. Edward Williams Morley

To include a "title" or "feedback" with the Multiple Answers question, follow the same formatting rules described above for multiple choice questions. For instance,

Example:

Title: Speed of Light
3) Which of the following individuals are credited with determining the exact speed of light?

~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
*d. Edward Williams Morley

A second way to designate correct answers for questions with multiple answers is to place them in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. If a question has been designated as a Multiple Answers type using "Type: MA", then correct answers can be shown in a list in one of three ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple answer questions.

Example: Answers:
1. B D
2. B, D
3. B,D

Important: Once the import file is organized to the specifications described above, it should be saved to MS Word (.doc or .docx), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

Importing Images with Questions

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [img: "filename.jpg"] . The word "filename.jpg" should be replaced with the actual file name.

Example: 3) The interferometer, shown here [img: "interferometer.jpg"], was
used by which of the following scientists.

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:
[img: “interferometer.jpg” “Picture of an interferometer”].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.

Importing HTML with Questions
It is possible to import blocks of HTML so that they are treated by Respondus as HTML rather than standard text. This is accomplished by placing the tag [HTML] immediately before the block of HTML and another tag [/HTML] immediately after the block of HTML. So, for example, if you imported the following line:

> [HTML] CLICK HERE [/HTML] to download Respondus.

it would appear as follows when viewed in Blackboard:

> CLICK HERE to download Respondus.

Of course, keep in mind that HTML will have variable results if you print the exam from Respondus rather than using it exclusively within online examinations.

Importing Tab/Comma Delimited Files (CSV)
Questions can be imported from tab/comma delimited files (.csv). This type of importing is best done by someone who has experience with databases or CSV-structured files.

The CSV file can have a maximum of 34 columns. If all columns are used, they should follow this order: Type, Title/ID, Points, Question Wording, Correct Answer, Choice 1, Choice 2, Choice 3, Choice 4, Choice 5, Choice 6, Choice 7, Choice 8, Choice 9, Choice 10, General Feedback, Correct Feedback, Incorrect Feedback, Feedback 1, Feedback 2, Feedback 3, Feedback 4, Feedback 5, Feedback 6, Feedback 7, Feedback 8, Feedback 9, Feedback 10, Topic, Difficulty Level, Meta 1, Meta 2, Meta 3, Meta 4.

The first column, “Type” should use the two-letter abbreviation shown below:

MC = Multiple Choice
TF = True/False
MR = Multiple Response/Answer
FB = Fill in the Blank/Short Answer
ES = Essay/Paragraph

The following columns must always be present in the .csv file: Type, Title/ID, Points, and Question Wording, although the Points and Title/ID columns can be empty. If the Type is “ES” (essay), no further columns are required. If the Type is “MC” (multiple choice), “MR” (Multiple Response/Answer), “FB” (Fill in the Blank/Short Answer), or “TF” (True/False) there must also be a Correct Answer column (although for FB questions, this column is not used and can be blank). For MC, MR, and FB questions, “Choice 1” column must also be present.

If the “Points” column is not empty, the value can range from 0-100 and will be rounded to two decimal places. If no value is provided, Respondus will assign the point value of 1.00.

The formatting requirements for the “Correct Answer” column depend on the question type:

MC - Supports numbers 1-10 or letters A-J (ignoring the case)

TF - Supports numbers (1,2) and letters (A,B), where 1/A= true, 2/B= false. The words “true” and “false” are also supported. Capitalization is ignored for all answer types.

MR - Supports a list of numbers/letters within the range of 1-10 or A-J. The numbers/letters must be separated by a comma or space; all must be contained within quotes. (e.g. "a,c,h,j" or “a c h j”). A trailing separator (e.g. "1,4,") is acceptable.

ES - (This column isn’t used; use the Choice 1 column instead)

FB - (This column isn’t used, use the Choice # columns instead)

The following notes will be helpful in the development of your CSV file:

- At the current time, the Topic, Difficulty, and Meta fields are being ignored and discarded. We are specifying these fields now so that they will be compatible with a future version of Respondus that will support them.

- Blank lines between records are ignored.

- Embedded line breaks within quotes are supported.

- Literal column separators (within quotes) are supported.

- Literal quotes (2 quote characters in sequence) are supported.

The following notes are specific to the feedback fields:

- all feedback columns are optional

- general feedback is not supported in Blackboard, nor for essay/paragraph questions

- correct answer feedback is not supported outside of Blackboard, nor for essay/paragraph questions

- incorrect answer feedback is not supported outside of Blackboard, nor for essay/paragraph questions

- choice-specific feedback is not supported in Blackboard prior to version 6, or for question types other than Multiple Choice; it is also not supported for fill-in-the-blank or essay/paragraph questions

- choice-specific feedback for more than 2 answer choices is not supported for TF questions

- choice-specific feedback is not supported for answer choices which do not exist

To import the tab/comma delimited file with Respondus, select the “Import Questions” task from the Start menu in Respondus. Change the “Type of File” to “Tab/Comma Delimited (CSV)” and then browse to the file. A window will open and ask you to describe the type of data being imported (plain text or HTML, the number of header rows to skip, the type of delimiter, etc.). The Preview allows you to look at the data before the import is complete. If everything looks good, click OK to close the window.

If the CSV file contains HTML, it is possible to include image links such as <img src=""filename.jpg"">. (Notice that any single quote in the HTML must be changed to a pair of quotes in the HTML.) If images are referenced in the CSV file using HTML, then select the location of the image folder next.

Finally, select from the remaining options that are available from the “Import Questions” task. Click Finish to complete the import.

Archive Wizard

The *Archive Wizard* in Respondus allows you to archive an exam or survey, including all media components and equations that may be associated with it. An entire "tree" of folders can also be archived. The Archive Wizard and related tasks are useful for doing routine backups, to create a ready-to-use exam/survey file that can be e-mailed to a colleague, or for organizing the "Projects" folder so that only current files are displayed. Archive files require considerably less hard drive space because the contents are stored in a compressed format.

Creating an Archive File

To create a Respondus archive file, go to the *Start* menu and select the "Archive Wizard" tab. A directory of the Respondus Projects folder is now displayed. Highlight the file or folder that you want to archive and click [Next]. The next screen specifies the name of the file or folder that will be archived, plus the location of the archive file once it is created. (It is possible to choose a different location, but this is not recommended since it will later require additional steps to restore the archived file). The final screen of the wizard indicates that the archiving is complete and provides the location of the archived file. Additional information is provided in a "Notes" section.

There is a faster way create Respondus archive files, albeit without the guidance of a wizard. From the *Start* menu, select the *Open* task. Two large buttons appear on the left side of the window: *Projects* and *Archive*. The *Projects* folder is where all active Respondus files and folders are stored. When files are archived, they are placed in the *Archive* folder. To archive a file, click once on a file (or folder) in the *Projects* area and then click the small button on the toolbar at the right named *Create Archive File* (the icon looks like a filing cabinet). A name for the archive file is suggested by Respondus; you may accept this name or provide a different one. When the [OK] button is clicked, all files associated with the exam (including media objects) are compressed into one file and it is placed in the *Archive*. If you are archiving a folder that contains multiple Respondus files, all the files contained within the folder will be included in the archive file. It is important to note that the original Respondus files are **not** deleted from the *Projects* area when they are archived. If you want to delete the original Respondus files, highlight them again in the *Projects* area and select the *Delete File* button (it looks like a "recycle waste basket") located on the toolbar at the right.

If you accepted the standard settings when Respondus was installed, the archived files will be located on your hard drive at **c:\Respondus Projects\Archives** . The files will have the extension ".rsa". The .rsa files can then be copied to another location for backup purposes or sent to a fellow user of Respondus.

Restoring an Archive File

There are two ways to restore a Respondus archive file (.rsa, .rpa) to the *Projects* area. The first approach works only if the archive file was saved to the default Archives folder (which can generally be found at c:\Respondus Projects\Archives. From the *Start* menu in Respondus, click the *Open* button. Select the large *Archive* button on the left side of the screen, highlight the file you want to restore, and click the [Open] button at the bottom right. The archived file or folder will then be restored and copied to the *Projects* folder. To then open the restored file in Respondus, click the *Projects* button and select the restored file.

If the archive file (.rsa, .rpa) is not located in the *Archive* folder, make sure the *Projects* button is selected and click [Browse…]. Navigate to the location of the archive file, highlight it with your mouse, and then click [Open]. The archive file will be restored and copied to the *Projects* folder at this point. You will then need to open the file in the *Projects* folder in order to view or edit it.

Please note that an archive file is not deleted from its original location when it is restored to the *Projects* folder.

Changing the LMS "Personality" and Converting Files

Each learning management system (e.g., Blackboard, eCollege, WebCT) is different in terms of the question types it offers, the approach it uses to create and manage exams, and even the terminology that is used. This is why Respondus allows the user to select an environment or "personality" that matches a particular learning management system. For example, one user might use the "WebCT" personality, another might select the "eCollege" personality, yet another might choose a "Blackboard" personality, and so forth. Each user will feel right at home because the features and terminology will closely parallel their learning management system.

Changing the Personality

To switch to a different personality in Respondus, go to the *Start* menu and select the desired personality from the list that appears at the top of the screen. If the currently open file was created (or imported) using a different Respondus personality, a message will warn you of this and indicate that the file will be converted to the new personality if you continue. Click [OK] to continue and you will see one or more warnings of what will be modified when the file is converted. In some situations, you will be given a choice of how certain items will be converted. For instance, if you are converting a file from the WebCT 4.x personality to the Blackboard 9.x personality, you may encounter a message asking how "feedback" for answers should be handled.

After the file is converted, a screen will detail every modification or change that occurred to the file during the conversion process. You must then determine whether to "replace the current file" with the newly converted file, or to "save as a new file".

If you plan to convert a large number of files and you want to use the same conversion settings, it is recommended that you go to the File>Preferences>Conversion screen and set your conversion settings accordingly. In this way you won't have to specify your conversion preferences each time you convert a file.

If you are unsure which LMS personality was used to create a file, go to the *Start* menu, select Open, highlight the Respondus file, and select the "General Information" button from the small toolbar at the right (represented by a file folder with an overlaying question mark.) The LMS personality that was used to create the file will be displayed in the information window below.

Quarantined Questions (after a file is converted)

Some learning management systems have question types that simply cannot be used by other learning management systems. During the conversion process, Respondus will provide the option to drop such questions or have them "quarantined" in the newly converted file. In most situations it is best to drop the question entirely. But if, at a later time, you plan to use the converted file with the original learning management system, the quarantine option will preserve the questions for this purpose.

The title of a quarantined question will appear in red in Respondus (instead of the normal color of blue). Also, if a quarantined question is included in the file when it is published to a learning management system, the question will be filtered out during the publishing step.

Editing a File

Overview
Common Features Across all Question Types
Question List and Expanded View
- Multiple Choice
- True and False
- Essay
- Matching
- Ordering
- Fill in the Blank
- Multiple Answers
- Calculated
- Jumbled Sentence
- Either/Or
- File Response
- Opinion Scale
- Numeric
- Quiz Bowl
- Fill in Multiple Blanks

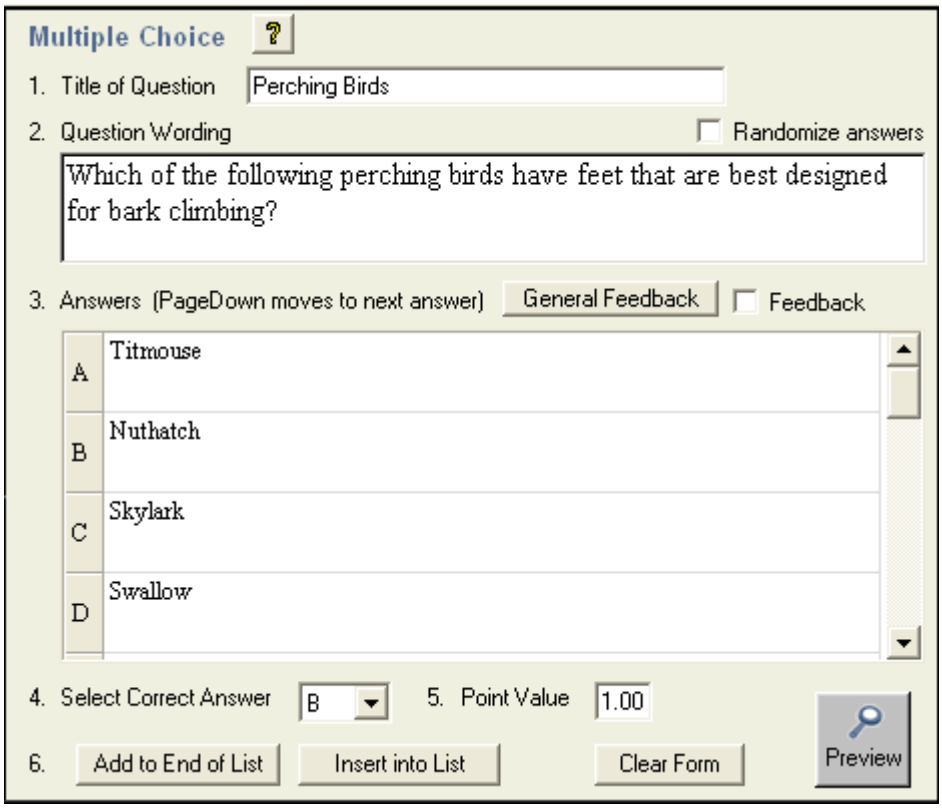
Adding Bold, Italics, Underline, and Super/Subscript
Media Wizard
HTML Editor
Equation Editor
Power Editor
- Tables
- Fonts, Formatting and Lists

Spell Check
Keyword Searches

Overview of Edit Menu

The *Edit* menu allows questions to be added to the currently open file. Eight question types are available: Calculated, Jumbled Sentence, Either/Or, File Response, Opinion Scale, Numeric, Quiz Bowl, and Fill in Multiple Blanks. Feedback and point values can also be added to questions, as can images, media files, tables, HTML, and other types of enhanced formatting.

The appearance of the *Edit* menu is dependent on whether you open an exam or a survey file. This is because fewer options are available for survey files (correct answers, point values, and feedback are not used with surveys). The discussion below primarily describes the use of the *Edit* menu as it relates to exam files.



To create a new question, select the desired question type on the left side of the screen. The entry form on the right side of the screen will change accordingly.

Common Features Across All Question Types

All question types require you to enter a "Title." (Note: since Blackboard doesn't use titles, this information is not retained when the file is uploaded to Blackboard). The title can be up to 64 characters. If you do not enter a title, Respondus will use the first 20 characters for it.

All question types have a "Question Wording" section. This is where the main body of the question is entered.

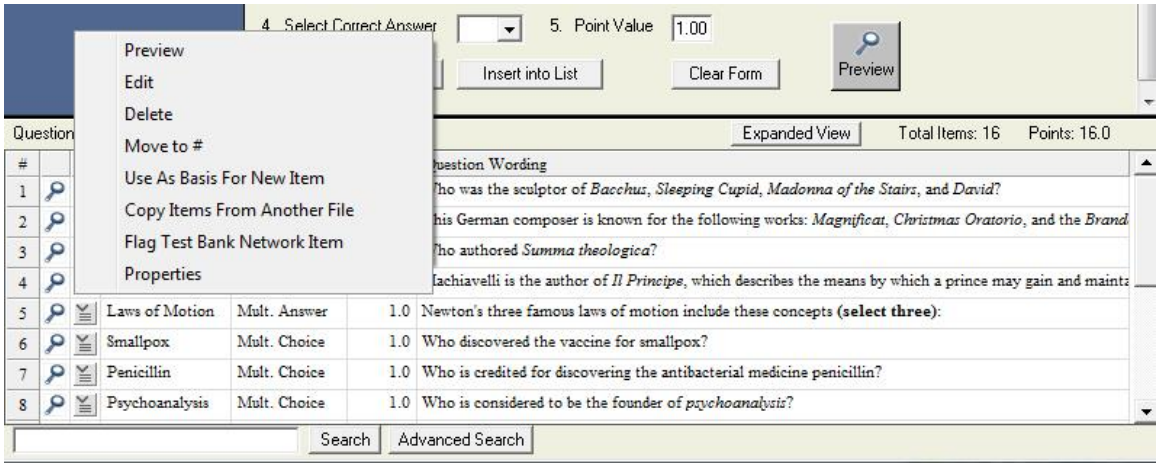
All question types allow the entry of "feedback." If feedback is enabled for a particular exam (determined later using the "Settings" menu), students will see the feedback for the answers they selected as soon as they submit their completed exam--or at the time that the settings are changed to allow feedback to be viewed. To enter feedback for a question (regardless of whether you later decide to have it displayed), select the [Feedback] option on the edit form. This will reveal the fields for entering feedback.

Four buttons appear at the bottom of all edit forms. The [Add to End of List] button adds the current question to the end of the "Question List" (located at

the bottom of the screen). The [Insert Into List] button lets you insert the current question into the Question List at a specified location. The [Clear Form] button will erase all data that currently shows in the form. Finally, the [Preview] button opens a browser-like window that lets you view how the question will appear in the final exam--feedback and scoring information is also shown in this window. The Preview button can be selected at any stage in the editing process.

Question List and Expanded View

The "Question List" displays the title, question type, points, and question wording for each question in the file. The total number of questions and point values is shown at the top of the list. The first column enables you to preview an item by clicking the magnifying glass icon. The context menu in the next column will display a pop-up dialog with various operations that can be performed on that item.

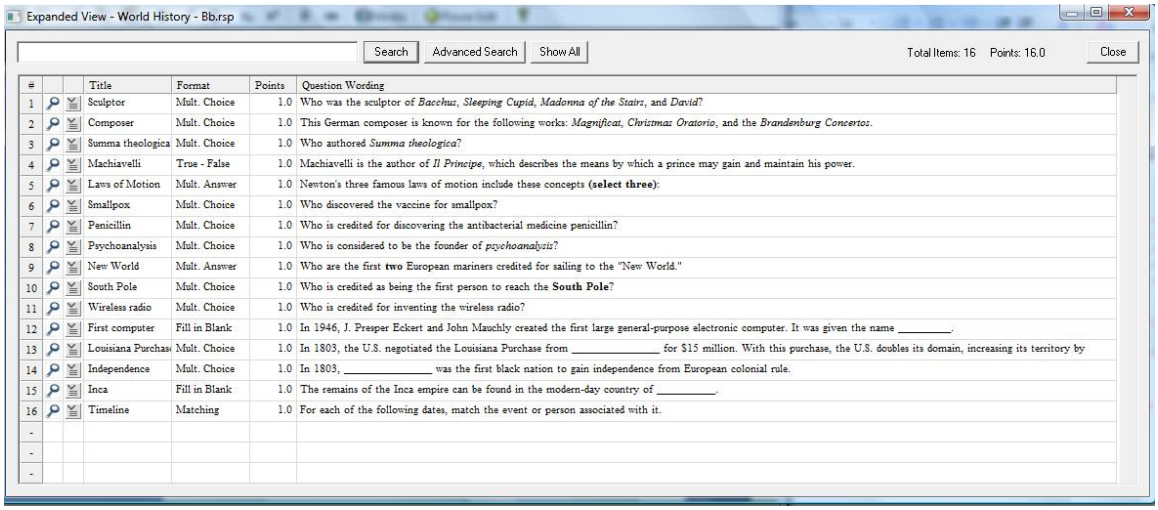

4. Select Correct Answer
5. Point Value
1.00
Insert into List
Clear Form
Preview
Preview
Edit
Delete
Move to #
Use As Basis For New Item
Copy Items From Another File
Flag Test Bank Network Item
Properties
Question
Expanded View
Total Items: 16
Points: 16.0

Question Wording
1 Who was the sculptor of Bacchus, Sleeping Cupid, Madonna of the Stairs, and David?
2 his German composer is known for the following works: Magnificat, Christmas Oratorio, and the Brand
3 ho authored Summa theologica?
4 achiavelli is the author of Il Principe, which describes the means by which a prince may gain and maint
5 Laws of Motion Mult. Answer 1.0 Newton's three famous laws of motion include these concepts (select three):
6 Smallpox Mult. Choice 1.0 Who discovered the vaccine for smallpox?
7 Penicillin Mult. Choice 1.0 Who is credited for discovering the antibacterial medicine penicillin?
8 Psychoanalysis Mult. Choice 1.0 Who is considered to be the founder of psychoanalysis?
Search
Advanced Search

The context menu offers the following operations:

Preview – Preview the question.
Edit – Edit the question.
Delete – Delete the question.
Move to # - Move the question to a new location in the list.
Use As Basis For New Item – Open the question in the edit template and use it as the basis for a new item. The original title will be modified slightly – for example, the number "2" will be added to the end of the name.
Copy Items From Another File – Items can be selected and copied from another Respondus file into the current file.
Flag Test Bank Network Item – An item copied from the Test Bank Network can be flagged if problems are discovered with it. This operation will only appear in the context menu if the item originated from the Test Bank Network and has not been modified.
Properties – Displays a window that summarizes the properties for the item.

The “Expanded View” button, located at the top right of the Question List, displays a full screen pop-up of the question list. This enables you to view more items at once.



#	Title	Format	Points	Question Wording
1	Sculptor	Mult. Choice	1.0	Who was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*?
2	Composer	Mult. Choice	1.0	This German composer is known for the following works: *Magnificat*, *Christmas Oratorio*, and the *Brandenburg Concertos*.
3	Summa theologica	Mult. Choice	1.0	Who authored *Summa theologica*?
4	Machiavelli	True - False	1.0	Machiavelli is the author of *Il Principe*, which describes the means by which a prince may gain and maintain his power.
5	Laws of Motion	Mult. Answer	1.0	Newton's three famous laws of motion include these concepts **(select three)**:
6	Smallpox	Mult. Choice	1.0	Who discovered the vaccine for smallpox?
7	Penicillin	Mult. Choice	1.0	Who is credited for discovering the antibacterial medicine penicillin?
8	Psychoanalysis	Mult. Choice	1.0	Who is considered to be the founder of *psychoanalysis*?
9	New World	Mult. Answer	1.0	Who are the first **two** European mariners credited for sailing to the "New World."
10	South Pole	Mult. Choice	1.0	Who is credited as being the first person to reach the **South Pole**?
11	Wireless radio	Mult. Choice	1.0	Who is credited for inventing the wireless radio?
12	First computer	Fill in Blank	1.0	In 1946, J. Presper Eckert and John Mauchly created the first large general-purpose electronic computer. It was given the name _____.
13	Louisiana Purchas	Mult. Choice	1.0	In 1803, the U.S. negotiated the Louisiana Purchase from _____ for $15 million. With this purchase, the U.S. doubles its domain, increasing its territory by
14	Independence	Mult. Choice	1.0	In 1803, _____ was the first black nation to gain independence from European colonial rule.
15	Inca	Fill in Blank	1.0	The remains of the Inca empire can be found in the modern-day country of _____.
16	Timeline	Matching	1.0	For each of the following dates, match the event or person associated with it.

Multiple Choice

Multiple Choice questions can have up to 20 answer choices, but only one correct answer can (and must) be selected. You must also provide a point value for each question (the default setting is “1”). Keep in mind, though, that point values can only be transferred to the Blackboard server if an actual exam is uploaded (opposed to just a question pool).

> Tip: The easiest way to navigate between the “Answer” fields in Multiple Choice questions is to use the PageUp and PageDown keys.

Blackboard 6 (and higher) additionally allows answer-specific feedback to be entered for multiple choice questions. By selecting the “feedback” checkbox, extra feedback fields will appear below each answer choice.

With survey files, correct answers and point values cannot be included with multiple choice questions. The task does, however, include a “Favorite Answer List” feature that allows you to store frequently used answer sets or scales (e.g., Strongly Agree, Agree, Disagree, Strongly Disagree). To create a Favorite Answer List, enter your answers in the Edit form and click the [Favorite Answer List] button. Then select the option to “Create a new answer list…” and give it a name that allows you to quickly identify it at a later time. From the Edit menu, to use a previously defined answer list, click the [Favorite Answer List] button, select the option “Use the Answer List selected below,” select the answer list you want to use, and click [OK].

With Survey files, the Multiple Choice task also includes a “Multiple Response” checkbox that enables the respondent to select more than one answer.

True and False

True and False questions are self-explanatory: enter the statement in the question wording field and then select either "True" or "False" as the correct answer. With Survey files, the True and False question type is replaced with a "Yes and No" question type.

Essay/Short Answer

This question type allows a student to enter a paragraph or short phrase for the answer. A correct answer can be entered for feedback purposes; however, the answer must still be graded manually in Blackboard. If the "Short Answer" checkbox is selected, the size of the answer window can be specified (up to six lines).

Matching

Matching questions require students to match items from two columns. There are two ways to create matching questions in Respondus. First, the instructor may specify matching pairs for both the left and right columns--specifically, the correct match for the left column must be placed in the field immediately to the right. If this procedure is followed, it is not necessary to indicate the correct answer in the small column located at the far left. (Note it is possible to place extra answers in the right column. In this situation, the extra answers act as decoys and do not match any of the answers in the left column.)

The second approach for creating matching questions allows items in the *right* column to be placed in any order, but requires the correct answer for the match to be indicated in the small column located at the far left. This approach is especially suited for questions in which a long list of items (e.g., country names) is being matched to a relatively short list of items (e.g., type of government). For example, the left list might contain 20 countries (Afghanistan, Albania, Algeria, Angola, Argentina, etc.) while the list on the right might display four types of government (Multi-Party Democracy, One-Party Regime, Military/Monarchical/Theocratic Regime, Disordered State). Instead of entering the type of government for each country, you can simply enter the letter of the correct answer in front of the country name. See the table below.

	Column1	Match Column
D	Afghanistan	A. Multi-Party Democracy
A	Albania	B. One-Party Regime
C	Algeria	C. Military/Monarchical/Theocratic Regime
D	Angola	D. Disordered State/Civil War
A	Argentina	
A	Austria	
A	Bahamas	
C	Bahrain	
A	Bangladesh	

B China
B Cuba

In a matching question, the left column will be displayed to the student in the order information was entered. The answers in the right column will be automatically scrambled *unless* you select the checkbox below indicating that the answers should be displayed as entered.

> Tip: The easiest way to navigate through the answer choices is to use the PageUp and PageDown keys. Press the PageDown key *twice* to move through the "correct match" field.

All answer choices are equally weighted and scored proportional to the number correct. So if a student matches 8 of 10 items correctly, the score will be 80% for that question.

Ordering

Ordering questions allow students to provide an answer by selecting the correct order the answers are to appear. Enter the question wording or statement in the Question Wording field and then enter the answer choices in the correct order. Finally, enter a number indicating the order in which you want the answer choice displayed in the narrow column to the left of each answer.

Fill in the Blank

Fill in the blank questions require students to enter a word, short phrase, or string of characters. Since a computer automatically grades the answer, students must give an answer that exactly matches one of the answers provided by the teacher. You are permitted to enter multiple forms of the correct answer. For instance, if the answer to a question is "New York Yankees," the instructor can make each of the following an acceptable answer:

Yankees
New York
New York Yankees
NY Yankees

Multiple Answers

The Multiple Answers question type is very similar to Multiple Choice, except that students can (and generally should) select more than one correct answer.

> Tip: The easiest way to navigate through the answer choices is to use the PageUp and PageDown arrow keys. Press the PageDown arrow key *twice* to move through the "correct answer" field.

In the column that precedes the answer choice, the letter "X" should be entered for all correct answers. Blackboard will give full credit only when the student has

selected all correct answer choices and has left all incorrect answer choices unselected. Partial credit is not given.

Calculated

Calculated questions require students to apply a mathematical formula to answer the question. Calculated questions are designed using variables. Random values, based on a specified range, are automatically generated for each variable in the question. Thus, Calculated questions can be unique for each student, as illustrated in this example where values are inserted for [x] and [y].

> **Example:** If a car is traveling [x] miles per hour for [y] hours, how far does it travel (in miles)?

The Respondus editor for Calculated questions requires that the following sections be completed:

- Question Wording
- Formula
- Variable Properties
- Answer Properties
- Value/Answer Sets

Calculated – Question Wording

In the Question Wording section, enter the text of the question just as you would for any other question type. However, instead of using specific numerical values to define the details of the question, instead use variables by specifying a name enclosed in curly brackets for each one. For example: "How long does it take to travel [x] miles at a speed of [y] mph?"

Variable names can only contain letters and digits (the characters 0-9, a-z, and A-Z), and the "_" (underscore) character. However, the first character of a variable name cannot be a number and the variable names "e" and "pi" should not be used.

You can use as many different variables as you need to define the question, and you can use the same variable name multiple times if necessary.

Calculated - Formula

In the Formula section, enter the mathematical formula associated with the question. This is the same formula that the student will be expected to use, and the same one that will be used to automatically calculate the correct answer for grading purposes. The same variables specified in the question wording will be used to indicate where each value should go in the formula.

The formula can be typed into the edit field directly, or entered by selecting options from the pull-down lists provided for Variables, Functions, Operators,

and Constants. Selected options will appear in the edit field at the current cursor location, and will overwrite the current selection (if any).

The "Variables" list provides an easy way to select a common variable name.

The "Functions" list provides the following supported mathematical functions:

abs(x)	Absolute value of x. abs(-3) = 3.
acos(x)	Arc-cosine of x in radians
asin(x)	Arc-sine of x in radians
atan(x)	Arc-tangent of x in radians
cos(x)	Cosine of x in radians
logn(n,x)	Base n logarithm of x
sin(x)	Sine of x in radians
sqrt(x)	Square root. sqrt(9) = 3.
tan(x)	Tangent of x in radians

Note that the values for trigonometric functions are expressed in radians, not degrees. For conversion purposes, Pi radians = 180 degrees. Also, for all formulas that have two correct answers (for example, the square root of 9 is +3 and -3), only the positive number will be treated as correct.

After selecting a function from the list, the formula must be edited to replace the argument list with numbers or variables. For example, "round(d,x)" might be edited to specify a fixed number of decimal places and a variable to round, as in "round(3,[y])", which would round the variable [y] to 3 decimal places.

Functions can also be nested within a formula, as in "sqrt(abs([x]))". In this case, the absolute value of [x] is evaluated first, followed by the square root of the result. Functions can be nested as deeply as necessary to properly calculate the answer.

When entering numerical values, scientific notation is expressed in the format *x*E*y*, where *x* is the coefficient and *y* is the exponent. To convert numbers from scientific notation to standard notation, use *x* times 10 to the power of *y*. For example:

- 3.2E4 equals 32000
- -2E0 equals -2
- 3.14E-2 equals 0.0314

The "Operators" list provides the following standard mathematical operators:

-	Subtraction
()	Parentheses used to group elements for precedence
*	Multiplication

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**	Power or exponent. For example, 2**3 = 8.
/	Division
+	Addition

The "Constants" list provides the following commonly-used numerical constants:

_e	Base e or Euler's constant (2.71828…)
_pi	Pi – the circle ratio (3.14159…)

Some example questions and associated formulas might be:

Question: How long does it take to travel [x] miles at a speed of [y] mph?
Formula: [x]/[y]

Question: What is the positive square root of [x]?
Formula: sqrt([x])

Question: Compute sin(x) where x = [x] degrees.
Formula: sin([x]/180*_pi)

Calculated - Variable Properties

Clicking the "Variable Properties" button in the Formula section displays the Variable Properties dialog. Here, each variable in the question wording and formula is listed by name, along with Minimum, Maximum, and Scale values for that variable.

The Minimum and Maximum define the range of values each variable can be assigned, and the Scale specifies the number of decimal places each value should be allowed before the value is rounded off.

You can click each cell in the grid to edit the specific minimum, maximum, or scale value you want to change (the variable names cannot be edited). In general, for a given variable the minimum must be less than or equal to the maximum, and the scale must be greater than or equal to 0 and less than or equal to 5.

Calculated - Answer Properties

Clicking the "Answer Properties" button in the Formula section displays the Answer Properties dialog. Here you can specify values for answer scale and acceptable tolerance, as well as a unit name if required.

Answer scale can be specified in Decimal Places. If the answer scale is specified in decimal places, the value must be greater than or equal to 0 and less than or equal to 5, just as with the scale values specified in the Variable Properties dialog.

Answer tolerance is the amount that the student's answer can deviate from the calculated answer and still be considered correct. It can be specified as a numeric value or as a percentage of the answer value.

If you choose to require a unit name, comparisons with the name entered by the student will be case-insensitive and space-insensitive.

Calculated - Value/Answer Sets

Clicking the "Value/Answer Sets" button below the Formula section displays the Value/Answer Sets dialog. Here you can generate sets of variable values and calculate the associated answers using the formula previously entered. When the Calculated question is presented to the student, one of these value sets will be randomly chosen to populate the variables in the question wording and the formula, and the associated answer will be used to grade the student's response.

The grid displays a list of numbered value/answer sets. The number of sets available can be selected from the "Number of Sets" pull-down list. The contents of this list will vary, depending upon the complexity of the question wording. For each set, the generated values for each variable are shown, and the individual cells can be clicked to edit those values. Note that any manually-entered values must be within the range specified by the variable minimum and maximum in the Variable Properties dialog. The answers cannot be edited; instead, the "Update Answers" button can be clicked to recalculate the answers for all value sets.

Jumbled Sentence

This question type displays a sentence with a some parts of the sentence as variables. The user selects the correct answer for each variable from a drop-down list to assemble the sentence. The drop-down list displays the same answers for each variable.

The pull-down list for variables is created by placing square brackets around the variables in the question wording. For example, the following question wording would have four variables: rose, name, smell, and sweet.

A [rose] by any other [name] would [smell] so [sweet].

Variables can contain letters (A-Z, a-z), numbers (0-9), periods (.), underscores (_) and hyphens (-). All other occurrences of the opening rectangular brace ("[") character should be preceded by the back-slash ("\") character. Variable names must be unique and cannot be reused.

Either/Or

The Either/Or question type is essentially a multiple choice question that offers preset answer choices. After entering the question wording, one of the following answer sets can be selected: Yes/No, Agree/Disagree, Right/Wrong, True/False.

File Response
This question type requires the user to upload a file as the answer to the question. The answer must be graded manually in Blackboard.

The "Answer Key Wording" field is optional and the contents are only used when a print version of the exam is created with Respondus.

Opinion Scale
The Opinion Scale question type is essentially a multiple choice question that pre-populates the following answer choices: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Not Applicable.

Numeric
The Numeric question type (also referred to as "Calculated Numeric Response") is similar to the Fill-In-The-Blank question type except that the answer must be a number, or a value within a range of numbers.

A numeric value should be entered as the "Correct Answer." If an exact answer is required for the student to receive credit for the question, enter "0" the "Answer Range." If, however, the answer value can fall within a +/- range of the correct answer, then enter the variance that is permitted (fractional values should be expressed in decimals).

Quiz Bowl
Quiz Bowl is similar to the approach used in the television game show "Jeopardy" where the answer is displayed to the user and the question must be entered in a text box.

An answer must include at least one interrogative word such as who, what, when, or where. By default, Respondus supplies the four most common interrogatives in the left column. If a different interrogative is wanted, such as "why," then add that to the list. Unwanted interrogatives should be removed from the list.

In the right column, at least one phrase must be supplied. If multiple phrases are entered, the user must only enter one of the phrases in order to obtain credit for the question.

Fill in Multiple Blanks
This question type is used when multiple blanks are wanted for a fill-in-the-blank question. When creating the question, square brackets [x] indicate where the blanks will appear in the question. If more than one answer is placed within a set of brackets, each should be separated with a comma. For example:

> [Einstein, Albert Einstein] developed the General Theory of Relativity and the [Special] Theory of Relativity.

This would appear to the user as:

[ ] developed the General Theory of Relativity and the [ ] Theory of Relativity.

For the first variable, both "Einstein" and "Albert Einstein" would be acceptable answers. A total of 10 variables can be used in one question. Up to 20 acceptable answers can be specified for each variable.

Adding Bold, Italic, Underline, and Super/Subscript

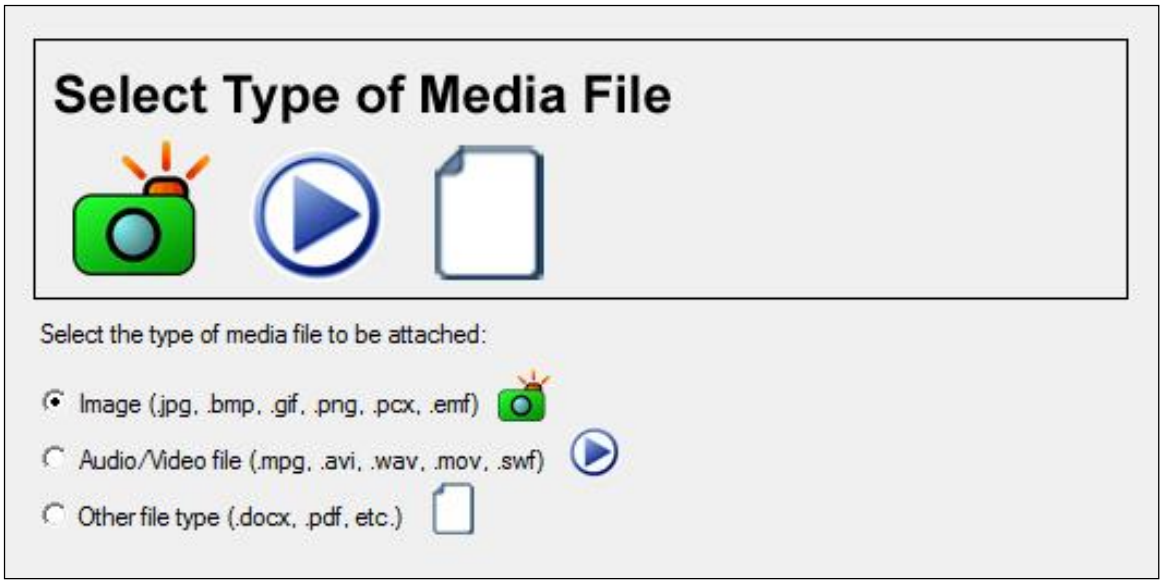
Respondus makes it easy to add enhanced formatting to question wordings, answers, and feedback. The bold, italic, and underline tasks work just like a standard word processor. Simply highlight the text you want to modify and click the appropriate [**B**], [*I*], or [<u>U</u>] button on the tool bar. The text will immediately change to the selected formatting. The superscript [X^2] and subscript [X_2] tools function in the same manner. To remove any of the above-mentioned formatting, simply highlight the text again and reselect the corresponding button from the toolbar. (Please note that although the underlying "HTML tags" are not displayed in Respondus, these tags will be transferred to -- and displayed by -- Blackboard when the file is uploaded.)

Media Wizard

One of the more powerful features in Respondus is the ease in which media (e.g., images, audio clips, video clips), attachments (e.g., spreadsheets) and links can be added to exams. Media content can be added to question wordings, answer choices, and feedback without writing or viewing HTML. In addition, the media objects can be previewed offline, and everything is automatically uploaded to the WebCT server during the Publish process.

From the *Edit* menu, position the cursor at the place in the question where you want the media item added. Then click the "Media" icon on the toolbar. A pop-up wizard will guide you through the selection of the media element.

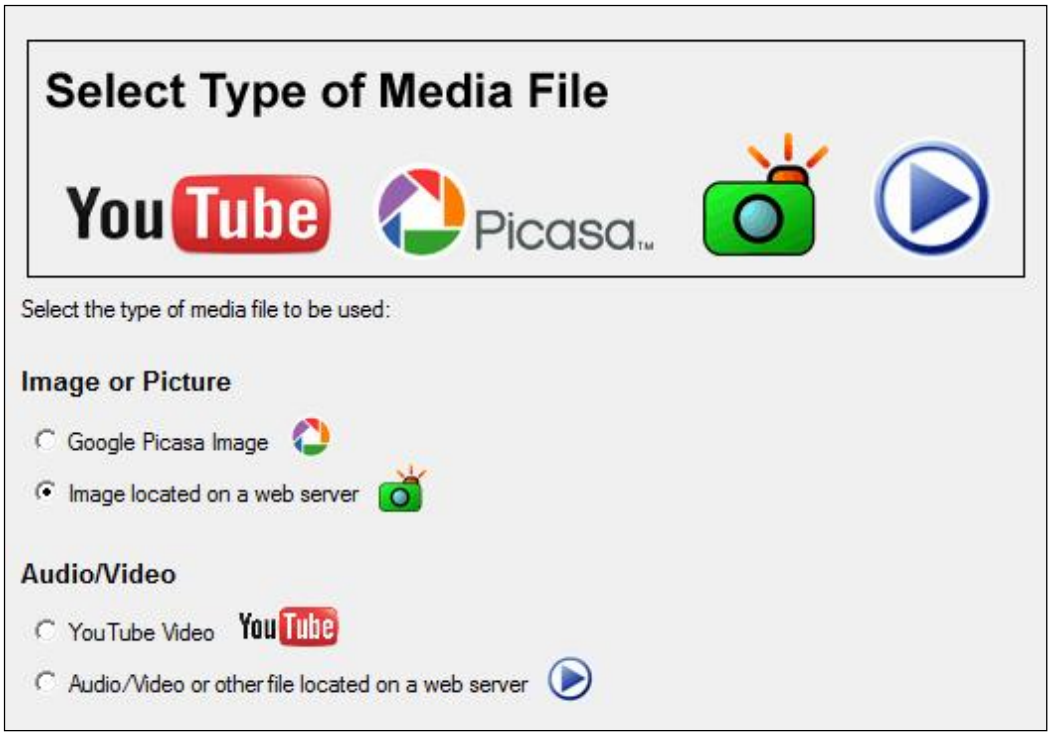
The first step is to choose whether the media is being uploaded from a local computer or being linked to on the Internet. If the media file is located on your computer, the next step is to select the type of media being attached; image (.jpg, .bmp, .gif, .png, .pcx, .emf), audio/video file (.mpg, .avi, .wav, .mov, .swf) or other file type (.docx, .pdf, etc.).


Select Type of Media File
Select the type of media file to be attached:
Image (.jpg, .bmp, .gif, .png, .pcx, .emf)
Audio/Video file (.mpg, .avi, .wav, .mov, .swf)
Other file type (.docx, .pdf, etc.)

If images are selected, the Media Wizard will enable the entering of "alt text" (for screen reader applications) and will allow you to specify a scaling factor so that large images can be scaled to a smaller size.

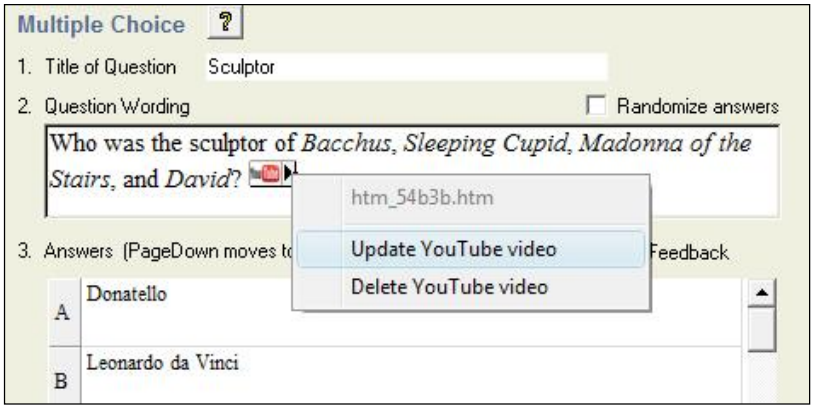
When an Audio/Video file is attached to a question, the appropriate media player is automatically selected and you are given the option to insert it as an embedded object or a linked object.
If "Other file type" is selected, the file is displayed as a web link during the exam and the file can be viewed using a browser plugin or will launch another application that's associated with that file type.

If external media is selected, the next step of the Media Wizard is to select an Image or Picture (Google Picasa Image or an image located at a URL) or Audio/Video file (YouTube video or an audio/video file located at a URL).


Select Type of Media File
Select the type of media file to be used:
Image or Picture
Google Picasa Image
Image located on a web server
Audio/Video
YouTube Video
Audio/Video or other file located on a web server

If Google Picasa images or YouTube videos are selected then the Media Wizard provides a search interface that allows you to search, preview, and select images and videos from the associated web sites for embedding or linking in the exam. Videos and images that are located on an external web server can also be manually linked to the exam.

Updating and deleting items added with the Media Wizard is as easy as clicking on the media icon that appears in the editor. When you select a previously added media element, a context menu will appear that allows you to update or delete the item.



HTML Editor

Even course designers who are comfortable writing HTML often have difficulty sorting out the HTML they've written from the question wording itself. Respondus solves this problem by encapsulating blocks of HTML so that the question wording stays the focus of the screen. The only time a designer has to view HTML is while the Respondus HTML Editor is being used.

From the *Edit* menu in Respondus, position the cursor at the location in the question where you want to begin a block of HTML. Then click the "HTML Editor" icon on the toolbar (represented by the symbol **<H>**) to open the editor. Enter your HTML by typing or pasting it into the editor--it is also possible to retrieve the HTML from a file located elsewhere on your hard drive by using the "Read File" option. Click [OK] to close the HTML Editor. A set of characters representing the HTML block will appear at the insertion point: **<H_1>** for the first block, **<H_2>** for the second block, and so on. To see how the HTML will appear in Blackboard, click the preview button.

To delete an HTML block, position the cursor in the same field where the HTML block is located, and select the "HTML Editor" icon from the toolbar. Choose the option to delete the HTML block and highlight the block you want to delete. Click [OK] to close the HTML Editor.

(Note: Early versions of Respondus allowed HTML to be entered directly in the standard edit windows, which would then be interpreted in Blackboard as HTML. Respondus now requires you to use the HTML Editor to designate a block of text as HTML.)

Equation Editor

The process of adding equations is similar to how media objects are added (see the earlier discussion). Equations can be added to question wordings, answer choices, and feedback, all without writing HTML. In addition, the equations can be previewed offline and they are automatically uploaded to the server during the *Publish to Blackboard* step.

From the *Edit* menu, position the cursor at the place in the question where you want the equation located. Then click the "Equation Editor" button on the toolbar, which is represented by a summation symbol. The Equation Editor will open and you can begin creating the equation. The Equation Editor in Respondus works almost identically to the one that is available with Microsoft Word and WordPerfect. So if you've used those equation editors before, you'll already know how to use this one. The key thing to learn about the Equation Editor is that the top row of menu options consist of "symbols" while the bottom row of menu options consist of "palettes". If you select a "symbol" from the top row, it's no different than if you selected the + or = sign on your keyboard --except that the symbols from the Equation Editor eventually get displayed as graphics since

most symbols can not be viewed with a standard web browser. When you select a "palette" from the bottom row, you are given the opportunity to enter text at various insertion points shown on the screen. You can also select a palette from the bottom row, click in an insertion point, and then select a symbol from the top row. For more information about the Equation Editor, refer to the online help that is available from within the editor.

Once you finish editing the equation, exit the Equation Editor by either clicking the [X] that appears at the top right corner of the window or by selecting *File* from the pull-down menu and clicking *Exit* (do *not* simply minimize the Equation Editor). A second window that addresses the size of the equation will now appear. The font selection and size used within the Equation Editor determines how large the equation will be when it is *printed* from Respondus. But it is generally desirable to show equations in a larger format when displaying them on the web. In general, we recommend that a web-based equation be displayed at 150% of the size used for printing. So by default, the Respondus software suggests that the "image scaling" for the equation be increased to 150%. To accept this setting, simply click the [OK] button. If you want the graphic to appear even larger in Blackboard, then you can increase the scale to up to 400%. It's important to note that changing the image scale using this option only affects how it will appear in Blackboard--you are not affecting the size of the equation that will *print* from Respondus. In order to change the size of the equation for printing purposes, you must select a different font size in the equation editor itself.

Once an equation has been added and you return to the *Edit* menu, a short string of characters representing the equation object will appear in green text. An equation placed in the *question wording* will look something like <EQ_1>, with the next equation being displayed as <EQ_2>, and so on. When an equation is placed in an *answer choice* or feedback, it will appear as a small red box, except when that field is being edited.

To modify or delete an equation, position the cursor in the same field where the equation is located. Then click the Equation Editor icon on the toolbar and select the option to modify or delete an existing equation.

To preview questions containing equations, select the [Preview] button. We recommend that you preview all questions containing equations before publishing them to Blackboard.

Using MathType with Respondus
The Equation Editor in Respondus is a special version of *MathType*™ by Design Science. If you frequently create documents with equations, you may find *MathType* is better suited to your needs. *MathType* is as easy to use as the Equation Editor and has many extra features to help you save time and create a wider range of equations.

MathType is available in English, Japanese, German and French. For further information about purchasing *MathType*, contact your software dealer or Design Science directly: Design Science, Inc., 4028 Broadway, Long Beach, CA 90803, USA.

Toll free: 800-827-0685 International: 562-433-0685
Fax: 562-433-6969
Email: sales@dessci.com
World Wide Web: http://www.dessci.com

If you already own MathType, you will need to reinstall it in order to have it work directly with Respondus. MathType's readme file explains that it sets itself up to replace Equation Editor at the time that it's installed. So if you add a new application like Respondus that uses the Equation Editor, you must re-install MathType.

Power Edit

The "Power Edit" task available from the *Edit* menu provides additional features for formatting questions, including a table editor, bulleted lists, the ability to change fonts and justification, and so forth. In addition, the Power Edit window provides a much larger workspace, which is especially useful if you are creating tables or editing questions that have large blocks of text.

To begin, click in the field that you want to edit and then click the "Power Edit" button on the toolbar. Several of the tasks on the Power Edit toolbar also appear on the main toolbar, so only the unique features will be discussed below.

Tables

Respondus makes it easy to insert and edit tables. From the *Edit* menu in Respondus, position the cursor at the location where you want to insert the table. Then click the "Power Edit" button and select the "Insert Table" icon from the toolbar (located at the top right). When the next pop-up window appears, specify the number of columns and rows that should be included in the table (all other settings are optional). Click the [OK] button to return to the Power Edit window. You can now click within the cells of the table and enter the text.

The width of the table cells can be adjusted by dragging the column lines. To edit other aspects of the table from the Power Edit menu, click within the table and select the desired action from the pull-down menu labeled "Table." Use the "Insert" option to add a row or column to the table. Use the "Delete" option to delete a row or column, or to delete the entire table. Other formatting (such as font changes and the centering of text) can also be applied to the cells in a table.

Finally, keep in mind that it is usually possible to paste tables into Respondus directly from Microsoft Word. Also, Respondus tables are designed to support both web-based exams and print exams. So you only have to create a table once if you require both online and print exams.

Fonts, Formatting, and Lists

The remaining features in the Power Edit task are self-evident if you are familiar with the basic functioning of a word processor. To apply a different font to text, simply highlight the text and select the desired font and size from the pull-down lists. Text can be left justified (the default), right justified, and centered by selecting the appropriate toolbar button. Finally, it is easy to create bulleted or numbered lists by selecting the corresponding option from the Power Edit toolbar.

To see how the formatting will appear in Blackboard, click the preview button that is located at the top left of the Power Edit toolbar. To exit the Power Edit window, simply click the [X] at the top right corner of the window, or go to *File* and click *Save & Exit*.

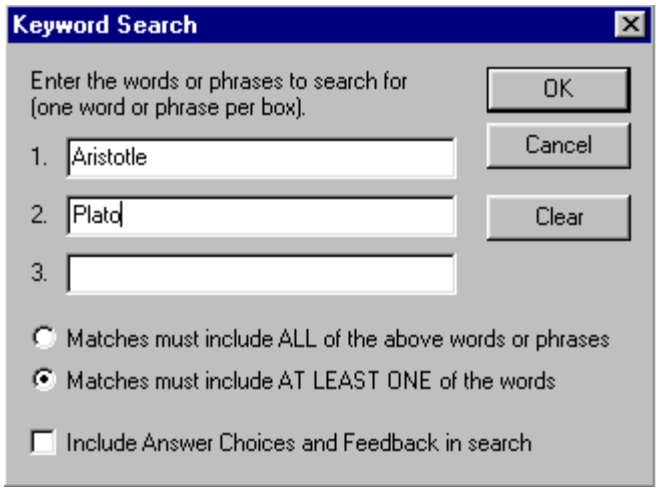
Spell Check

The Spell Check feature, which is located on the toolbar for the *Edit* menu, will search the currently open file for spelling errors and allow corrections to be made. Once the Spell Check feature is started, it will search for words that do not match items contained in the dictionary. If the word is not found in the dictionary, you are given the option to "Change" the word to one that is suggested, to "Ignore" the identified word, to "Change All" such words in the file to one you select, or to "Add" the word to the dictionary. If you want to make more detailed changes to the question, click the "Edit This Question" button, which will close the spell checker and make the question available for editing.

Three dictionaries are included with a standard installation of Respondus: American English, Canadian English, and British English. However, a free bundle of supplemental dictionaries can be downloaded from the Respondus website, including French, German, Spanish, Dutch, Finnish, and a comprehensive medical dictionary.

Keyword Searches

There are several places in Respondus where the [Search] and [Advanced Search] buttons appears, such as at the bottom of the *Edit* and *Expanded View* menus. A quick search can be performed by entering a search term in the field next to the [Search] button. The [Advanced Search] option also allows you to search the currently open file, or the file that is being previewed.


Keyword Search
Enter the words or phrases to search for (one word or phrase per box).
OK
Cancel
Clear
1. Aristotle
2. Plato
3.
Matches must include ALL of the above words or phrases
Matches must include AT LEAST ONE of the words
Include Answer Choices and Feedback in search

Up to three words can be included in an Advanced Search. When more than one word is used, you can choose whether a match is required of *all* words or *any* of the words. A final option allows you to include answer choices and feedback in the keyword search.

Settings Menu

Overview
Random Blocks
Settings
How to Save New Default Settings

Overview

Respondus allows you to select “settings” prior to uploading an exam or survey to Blackboard. Although this step is entirely optional, it does allow you to determine settings “off line” and make an assessment available as soon as it is published to Blackboard. (Keep in mind that students cannot take an exam or survey in Blackboard until it has been “made available” to them.) The Settings menu also provides a means to designate a “random block” of questions within an exam.

Random Blocks

Blackboard supports the creation of "random blocks," which are sets of questions that are randomly selected during an exam. Before creating random blocks in Respondus, it is important that questions intended for these sets be organized and grouped properly. For example, if the fifth question in the exam is going to be randomly selected from a set of three questions, then those three questions should be grouped together at 5, 6, and 7 in the file. Make sure your questions are organized in this manner before continuing.

To create a random question set, go to the Settings menu and select the "Random Blocks" tab. Click the Random Blocks button to continue.

Then select the option "Add New Set" and enter the first and last numbers -- that is, the range -- of the questions that will comprise the random question set. For instance, if you want questions 5, 6, and 7 to be the basis of a random question set, you would enter 5 as the first question and 7 as the last question in the set.

If you want all of the questions in the set to be shown during the exam, select the "All" option. If, however, you want a smaller number of questions from the set asked during the exam, choose the "Select Number" option and provide the desired number. For example, if you want only one question from questions 5-7 asked during the exam, you would enter the number 1. You are then asked to provide a point value for the question set. (All questions in a question set must have the same point value.)

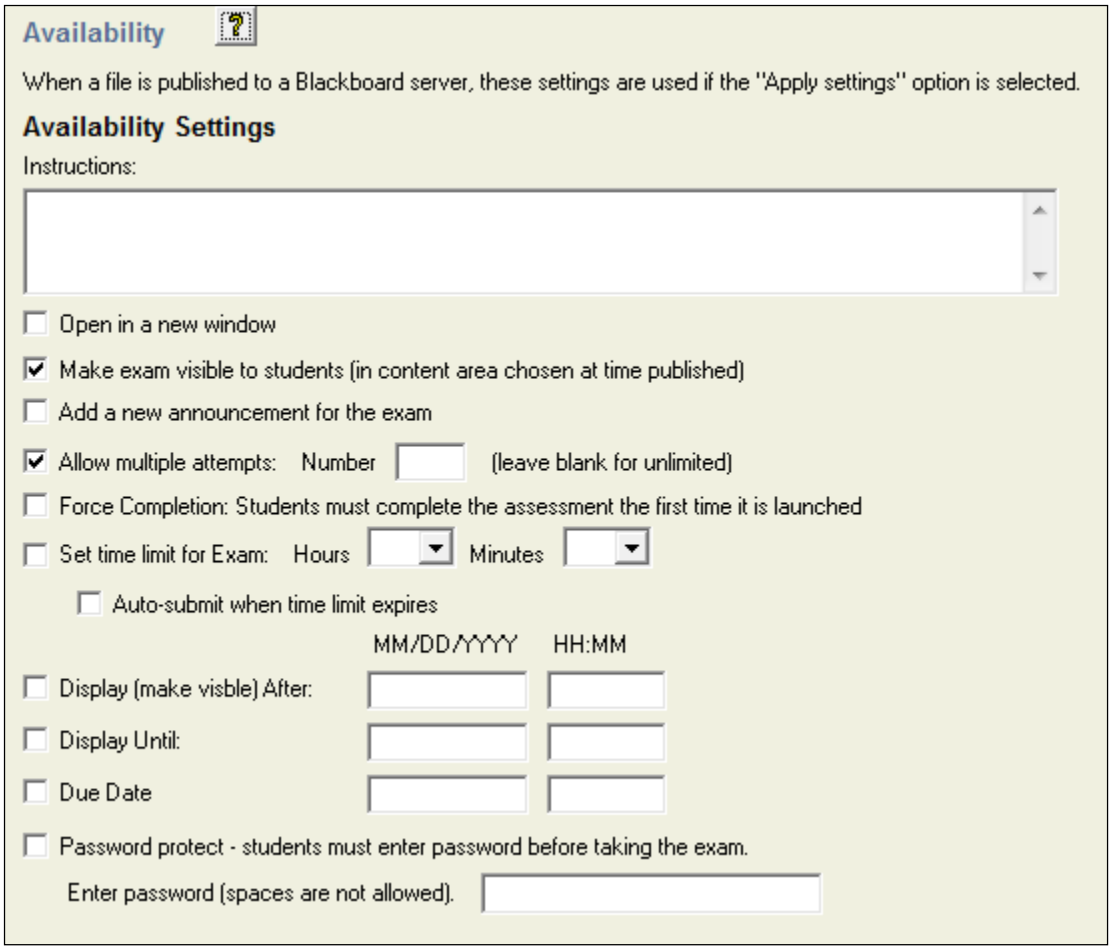
Finally, click the "Add New Set" button to finish the creation of the question set. In the list below, a letter representing the question set will appear next to each question that is contained in the question set. This allows you to easily see which questions are grouped together.

The letters representing each question set also provide the basis for editing a question set. For instance, if the letter "C" appears next to a set of questions, and you want to edit this particular question set, select the option "Modify or Delete Existing Set" and select "C" from the pull-down list. The current settings for that question set will be displayed and several new options will appear in the lower section of the screen: Save Changes, Cancel Changes, and Delete Set.

In order for random blocks to be included with the exam when it is published to Blackboard, you must select the checkbox "Apply Random Blocks to Exam" on the Publish to Blackboard menu. Conversely, if you do not want random blocks included with the exam when it is published to Blackboard, leave this box unchecked.

Settings

The design of the *Settings* task in Respondus is nearly identical to that used by Blackboard. So if you have specific questions about individual features, it is best to consult the user documentation for Blackboard. Note that if you have created a survey file, only the settings appropriate for surveys will be displayed. Also note that your settings will only be transferred to the Blackboard server if you select the checkbox “Apply Settings to Exam” during the *Publish to Blackboard* step.


Availability
When a file is published to a Blackboard server, these settings are used if the "Apply settings" option is selected.
Availability Settings
Instructions:
Open in a new window
Make exam visible to students (in content area chosen at time published)
Add a new announcement for the exam
Allow multiple attempts: Number (leave blank for unlimited)
Force Completion: Students must complete the assessment the first time it is launched
Set time limit for Exam: Hours Minutes
Auto-submit when time limit expires
MM/DD/YYYY HH:MM
Display (make visble) After:
Display Until:
Due Date
Password protect - students must enter password before taking the exam.
Enter password (spaces are not allowed).

How To Save New Default Settings

In Respondus there are two types of default settings: the original settings as provided by Blackboard and a second set of default settings that you can determine yourself. To save your own default settings, select the settings you want and then click the [Use as New Defaults] button on the left side of the screen. From this point forward, all new files created in Respondus will have the new default settings attached to them.

If you make modifications to the settings and later wish to restore the default settings (either your own default settings or Blackboard's), click the [Restore Default Settings] button. You will be asked which settings you want to restore.

Preview & Publish

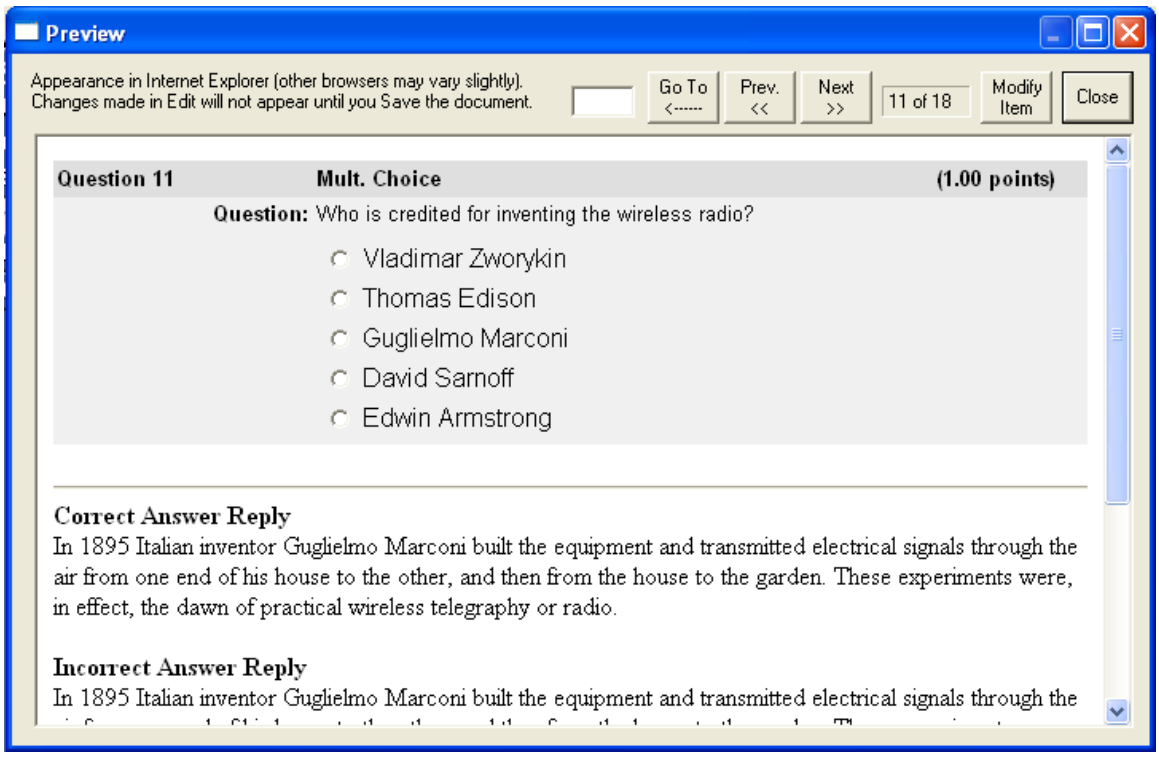
Overview
Preview
Publish to Blackboard
Printing an Exam

Overview

Once an exam or survey is created in Respondus, the *Preview and Publish* menu let's you determine what to do with the file. Most users will first want to examine the contents of the file using the *Preview* task. When the questions are ready to be uploaded, the *Publish to Blackboard* task connects Respondus to a Blackboard server and transfers the exam or survey to it. Finally, the *Print* task lets you format and print the exam or survey directly from Respondus, or you can bring a file into a word processor for further enhancement and printing.

Preview

The *Preview* task, located on the *Preview & Publish* menu, is similar to the preview option that appears in the *Edit* menu. The primary difference is that here you can easily scroll from one question to the next.

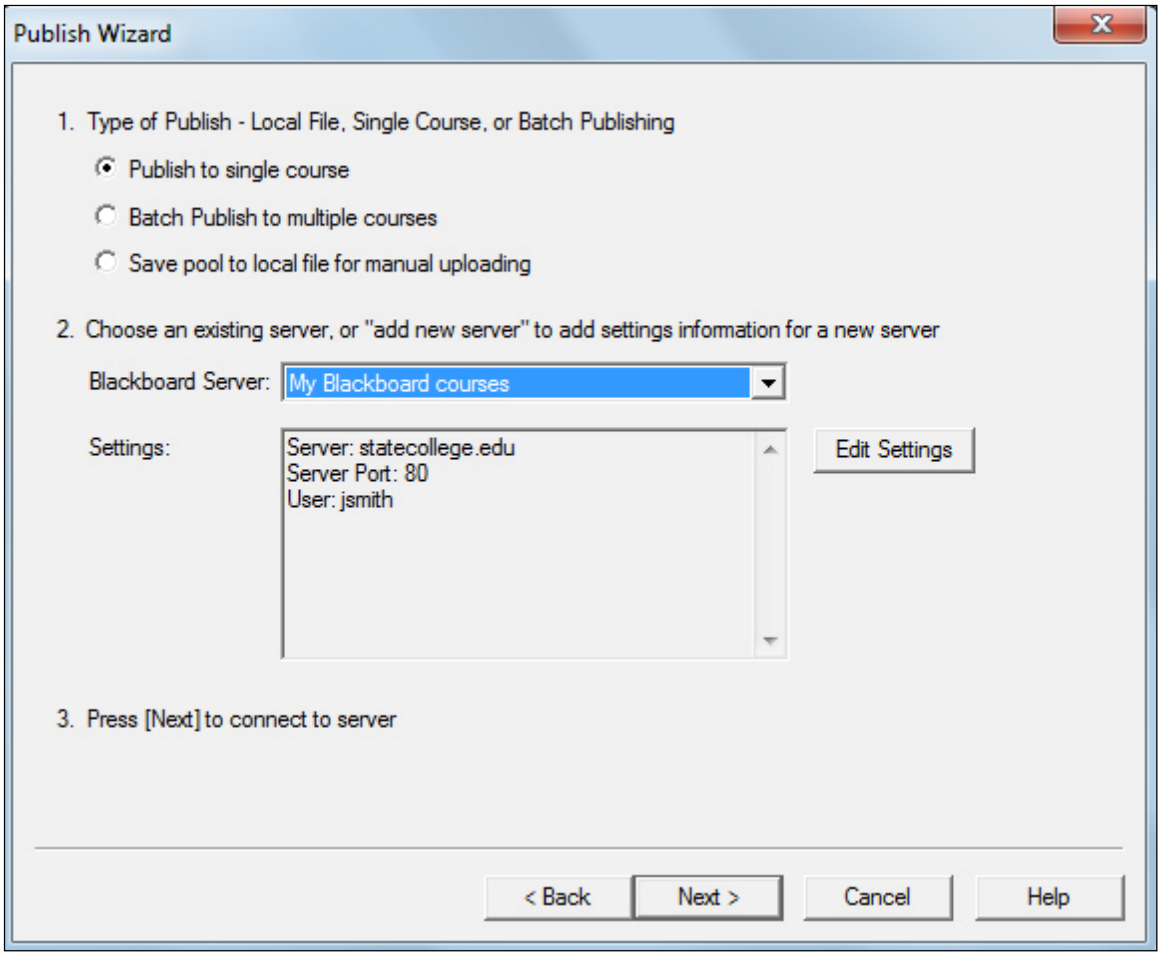

Preview
Appearance in Internet Explorer (other browsers may vary slightly).
Changes made in Edit will not appear until you Save the document.
Go To <------
Prev. <<
Next >>
11 of 18
Modify Item
Close
Question 11
Mult. Choice
(1.00 points)
Question: Who is credited for inventing the wireless radio?
Vladimar Zworykin
Thomas Edison
Guglielmo Marconi
David Sarnoff
Edwin Armstrong
Correct Answer Reply
In 1895 Italian inventor Guglielmo Marconi built the equipment and transmitted electrical signals through the air from one end of his house to the other, and then from the house to the garden. These experiments were, in effect, the dawn of practical wireless telegraphy or radio.
Incorrect Answer Reply
In 1895 Italian inventor Guglielmo Marconi built the equipment and transmitted electrical signals through the

The preview window shows how the question wording and answer choices will appear to students when they take the exam. The feedback and correct answer for the question is additionally displayed at the bottom of the window.

To edit the question being displayed in the Preview window, click the [Modify Item] button. The screen will change to the *Edit* menu and the question will be displayed in the editor. Make the required changes and click [Save Changes].

Publish to Blackboard

The *Publish to Blackboard* wizard is available from the *Preview & Publish* menu and guides a user through the steps of publishing an exam to the Blackboard server. You must already have a Blackboard account and password in order to use this task. In addition, it is helpful to understand the basic approach used by Blackboard to create an online exam.


Publish Wizard
1. Type of Publish - Local File, Single Course, or Batch Publishing
Publish to single course
Batch Publish to multiple courses
Save pool to local file for manual uploading
2. Choose an existing server, or "add new server" to add settings information for a new server
Blackboard Server:
My Blackboard courses
Settings:
Server: statecollege.edu
Server Port: 80
User: jsmith
Edit Settings
3. Press [Next] to connect to server
< Back
Next >
Cancel
Help

The initial decision is to choose whether the exam is being published to a single course, to multiple Blackboard courses, or should be saved to a zip file on your computer to be uploaded manually using a browser. (Note: The "Batch Publish" feature is only available in the Campus-wide version of Respondus.)

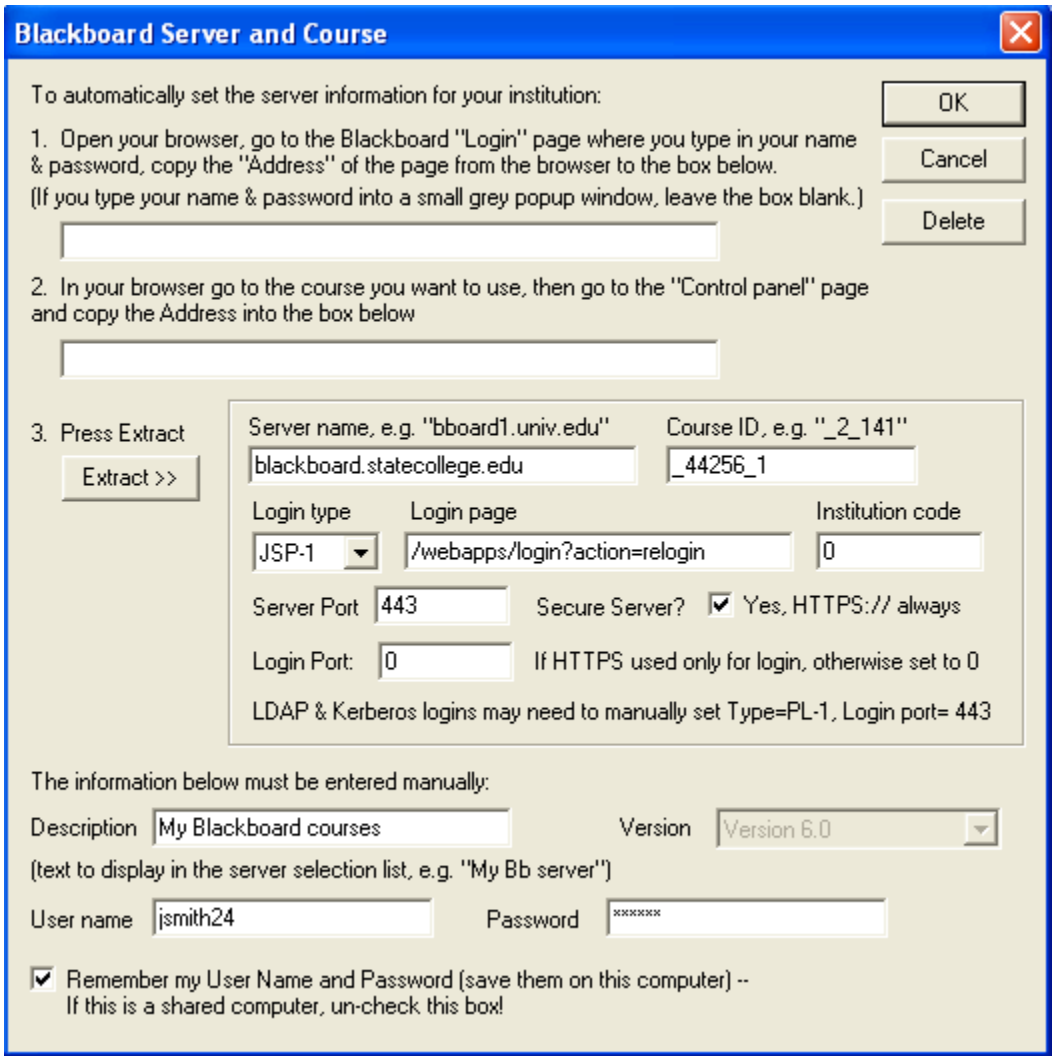
Saving a pool or test to a local file

This allows you to add pools or tests to your Blackboard server if you are not able to publish directly to it. When you select this option you choose a file name for the .zip file, then whether to save as a test or pool.

To upload the file, go in to your Blackboard course with a web browser, then navigate to the Pool Manager or Test Manager, then choose the Import command.

Publishing directly to the server

The second step requires that information be entered about the Blackboard server and the user account. (This information can be stored for future use, enabling this step to be bypassed after the initial setup.) From the *Blackboard Server* list, select "Add New Server." A window will open.


Blackboard Server and Course
To automatically set the server information for your institution:
1. Open your browser, go to the Blackboard "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below.
(If you type your name & password into a small grey popup window, leave the box blank.)
2. In your browser go to the course you want to use, then go to the "Control panel" page and copy the Address into the box below
3. Press Extract
Extract >>
OK
Cancel
Delete
Server name, e.g. "bboard1.univ.edu"
blackboard.statecollege.edu
Course ID, e.g. "_2_141"
_44256_1
Login type
JSP-1
Login page
/webapps/login?action=relogin
Institution code
0
Server Port
443
Secure Server?
Yes, HTTPS:// always
Login Port:
0
If HTTPS used only for login, otherwise set to 0
LDAP & Kerberos logins may need to manually set Type=PL-1, Login port= 443
The information below must be entered manually:
Description
My Blackboard courses
Version
Version 6.0
(text to display in the server selection list, e.g. "My Bb server")
User name
jsmith24
Password
******
Remember my User Name and Password (save them on this computer) --
If this is a shared computer, un-check this box!

As instructed on the screen, open a web browser and go to the login page for the Blackboard Learning System. **Be sure that you are at the actual page where the user name and password is entered, not a preliminary web page or portal.**

Copy the complete URL for this page and paste it in the field provided. (The easiest way to copy a URL displayed by a browser is to highlight it with a mouse, click the right mouse button, and select “copy”. Then go to the appropriate field in Respondus, click the right button again and select “paste”.)

Next, log into your Blackboard course. Again, copy the URL address displayed in the browser to the appropriate field in Respondus. Upon clicking the “Extract” button, Respondus will fill in the Server Name, Course ID and Login Type needed to connect to the course. The default “server port” is 80, but some institutions use a different port number for their Blackboard server. Respondus should detect the port number automatically during the extract step. If it doesn’t, it is easy to identify the correct port number by looking at the course URL. For example, the port number for the following Blackboard course is 9112: http://bb.statecollege.edu:9112/webapps/login/login.jsp. (If no port number is shown in the URL, the setting should be left at 80.)

If Blackboard is installed on a "secure server" (https://), the secure server checkbox should be selected and the port number is likely 443. Only select these settings if the server URL begins with "https://" instead of the normal "http://" (note the "s").

Now provide a short description for the Blackboard server. The server can be called anything you like, such as “My Blackboard courses.” If more than one Blackboard server will be accessed, you will want to select a name that helps differentiate the two servers.

Enter an instructor-level *User Name* and *Password*. This information should be the same as what is entered when using a web browser to access your Blackboard course. If you want Respondus to remember the User Name and Password for future sessions, select the “Remember my User Name...” setting. Click [OK] to close the Server Settings window

Before clicking [Next], be sure you are connected to the Internet. If using a dial-up connection, go ahead and connect to the Internet now.

Click [Next] to continue. The Windows hour-glass will appear momentarily. If the connection is successful, the next page of the wizard will appear. If the connection is unsuccessful, an error message will indicate that Respondus was unable to connect to the server using the provided settings. If this occurs, troubleshoot it as follows:

- Make sure you are running a supported version of Blackboard and have the correct “personality” selected from the Start menu in Respondus.
- Make sure your connection to the Internet is working properly.

- Double-check the Password and User ID information. In fact, open your browser, go to the Blackboard server, and enter the identical login information. This will confirm that the Blackboard server is running and that the User ID and Password are correct.

- Check that the server port and secure server settings are correct

- Make sure you are running the latest version of Respondus (go to Help>Check for Update to see if a more current version is available).

On the next page of the wizard, you are prompted to select a course from the pull-down list.

After selecting the course, decide whether to create a new exam or replace an exam that already exists in the Blackboard course. To create a new exam, select that option and enter a name for the exam. To replace an existing exam, click the "replace existing exam" option and select the exam from the pull-down list. (Note that an exam can only be replaced if it has not yet been administered to students.)

As an alternative to creating or replacing an exam, it is possible to create or replace a question pool.

Additional options can be selected at this point. If Random Blocks were created for the file, they can be uploaded by selecting the *Random Blocks* option. The selections from the *Settings* menu can also be uploaded with the exam by selecting that option. Finally, select the option *Link the exam to a Content Area* if you want the exam to be linked to a Content Area (the selection of the Content Area occurs in the next step).

Click [Next] and Respondus will start to publish the exam and settings. If the exam is being linked to a Content Area, Respondus will prompt you to select a location. A status report appears during the publishing process. For a typical exam, the publishing process takes 20-40 seconds. This can increase to five minutes or more if a large number of media files are being uploaded or if the server connection is particularly slow. You will know that the publish process is complete when the hourglass disappears and the phrase "Completed successfully" appears in the "status" window.

After an exam is published to Blackboard, we recommended going to the course and confirming that everything appears as expected.

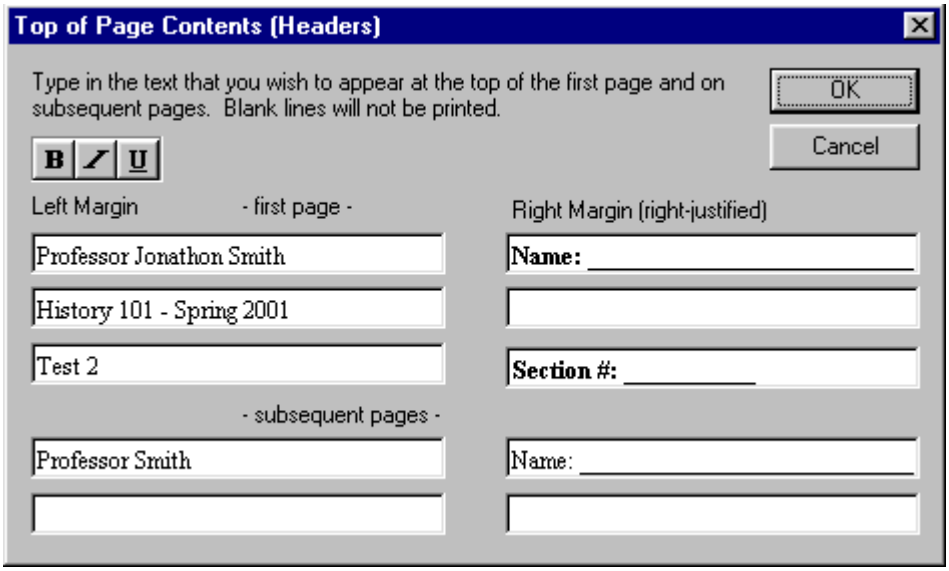
Printing Options

Respondus allows you to format and print exams/surveys directly from the software. It is also possible to save an exam to MS Word format for further

enhancement and printing. To begin, go to the *Preview and Publish* menu in Respondus and select the *Print Options* tab.

The screen now displays the printing options available in Respondus. There are three formatting templates from which to select: Exam, Exam with Answer Key, Answer Key Only. Once a template is selected, you can further modify it by clicking the Settings button to its right. If the exam being printed has matching questions, be sure to select the checkbox labeled "Matching, randomize answers" if you want the second set of answers to be randomized. Also, if you have sequential questions that refer to the same image or graphic, you will likely want to select the "Suppress Repeated Images" button so that the image is not repeated with each question.

Click the [Edit Headers] button to enter the information you want to appear at the top of each page. Different information can be entered for the second and subsequent pages too. The header information might look something as follows:



The next section allows up to 10 variations of the exam to be generated. You have the ability to "randomize all" questions in the exam or to have the questions randomized according to question type (i.e., all the multiple choice questions are randomized within a group, all the essay questions are randomized within a second group, and so forth). If Calculated questions are contained in the file, each Exam Variation will have a unique set of variables for the Calculated questions. If you don't want multiple exam variations, simply retain the "Original Order" option from the pull-down list. (Note: As long as the questions in the exam file remain unchanged, a particular "Exam Variation" will have the same question order each time it is printed or saved to MS Word format. However, if you add or insert new questions, the Exam Variation will differ the next time you print/save an exam or answer key.)

It is also possible to specify a range of questions to be included in the exam. If both fields are left blank, all questions will be included.

At the bottom of the screen there are three options: *Print Preview*, *Save to File*, and *Send to Printer*. The *Print Preview* button allows you to preview the contents of the file in a pop-up window. We recommend that you use this option before printing the exam/survey or saving the contents to a file--it is a quick way to identify mistakes. The *Save to File* option allows the creation of a MS Word file (.doc), a "rich text file" (.rtf), or a standard text file (.txt). The MS Word and .rtf formats will retain enhanced formatting such as bold, italics, and underlining, whereas the .txt format will strip such information. Once a file is saved, it can be opened with a word processor for further formatting and modification. Finally, the *Send to Printer* option permits you to print directly from Respondus. This task works similar to the printing function in other Windows programs.

Retrieval and Reports

Overview
Retrieving Reports for Exams/Surveys
Retrieving an Exam, Survey or Pool from Blackboard
Download Data

Overview

Once an exam or survey is administered in Blackboard, Respondus allows you to retrieve reports that contain such things as the gradebook and student scores on assessments. The second option on the *Retrieval and Reports* menu allows the retrieval of the exam/survey instrument from Blackboard so that it can be modified in Respondus, published to another course, or archived.

Retrieving Reports for Exams/Surveys

Blackboard maintains a "gradebook" and can generate a variety of reports for exams. Respondus enhances these capabilities by retrieving reports from multiple locations in Blackboard and consolidating them into a single page. Reports based on multiple exams can also be combined into a single report. Since reports are automatically saved to the user's hard drive, it is possible to view the gradebook and reports offline, or to archive the reports at the conclusion of a course.

To retrieve the gradebook or reports using Respondus, go to the *Retrieval and Reports* menu and select the *Retrieve Reports* tab. The first several steps are similar to those used for publishing an exam to Blackboard (see the earlier discussion for a detailed explanation). The first step is to select the Blackboard course. The next step is to select the assessment(s) on which the report will be based.

Three different elements can be included in a report. The first checkbox allows the retrieval of the entire gradebook for the course. The second checkbox will retrieve the student scores for each assessment that was selected. The third checkbox allows the retrieval of summary statistics for each question in the assessment. Finally, if multiple assessments were selected in the list above, it is possible to have all the reports combined into one file, or have each report saved as a unique file.

Retrieving an Exam or Question Pool from Blackboard

Respondus allows the retrieval of exams, surveys, and question pools from a Blackboard course. To begin, go to the *Retrieval and Reports* menu in Respondus and select *Retrieve Questions*. The first couple of steps to retrieving an exam or pool are identical to those used for publishing one to Blackboard (see the earlier discussion for a detailed explanation). First, select the Blackboard course. Second, select the appropriate button for retrieving an exam, survey or pool."

Third, select the specific file you want to retrieve from the pull-down list. Finally, enter a name for the new Respondus file you are creating.

Once all selections have been made, click the [Retrieve] button. The retrieval process will take between 15 seconds and several minutes, depending on several factors: the speed of your connection, the load on the server, the size of the multimedia elements that are being retrieved, and so forth. You will know that the retrieval is successful by the statement "Successfully completed" that appears in the *status* box.

When a file is being retrieved, Respondus will detect if multimedia objects are associated with it and will automatically download these objects if they are stored with your Blackboard course. (Respondus does NOT attempt to download multimedia elements if they are stored on a different server.) If multimedia objects are retrieved with a file, Respondus will automatically update the HTML links in questions that point to these objects. This makes the multimedia elements work properly when the file is published again to Blackboard.

If you created and uploaded math symbols or equations to Blackboard using Respondus, when these symbols are retrieved from Blackboard they will be treated from that point forwarded as images, not equations. This means that if you want to use Respondus to modify an equation that was retrieved from Blackboard, you will first need to delete the equation graphic using the "Insert Picture or File" option (see above discussion) and then use the Equation Editor to create the new equation. Hence, it is usually better to start with your original Respondus file since it permits you to edit the equation directly. Also, if you are providing a colleague an exam that contains equations, it is best to send that file in the original Respondus format so the person can edit the equations more easily.

Download Data

Respondus will download answer databases for exams or surveys. The results are saved as "comma separated values" files (.csv) which are easily opened by Excel, Access and many statistical analysis programs. The download feature in Respondus is especially useful with surveys since additional analyses (e.g., crosstabs) are usually desired.

To download an answer database, go to the *Retrieval and Reports* menu in Respondus and select the *Download Data* tab. Select the Blackboard Server and the Course. Then select the exams and/or surveys for which you want to download the answer databases.

Click the [Retrieve] button to begin the download process. The files will be downloaded to the "My Documents" folder using the names of the original exams or surveys (but with a .csv extension).

Other Tools & Features

Overview
Save As Copy
Save As StudyMate Class Format
Preferences
Update License
Cleanup HTML Tool
Question Title Tool
Check for Update

Overview

There are several additional tools in Respondus that offer a range of functions. Each of these is discussed below.

Save As Copy

The "Save As Copy" tool is located on the *File* pull-down menu. Use this task to create a copy of the currently open file.

Save As StudyMate Class Format

The Save As… tool, located on the File pull-down menu, can also be used to save Multiple Choice and True/False questions to the StudyMate Class zip format (.zip). Once saved, the file can be imported into a StudyMate Class instance or by StudyMate Author, a separate product by Respondus Inc.

Question types other than Multiple Choice and True/False are dropped during the export to the StudyMate Class zip format.

Exported items that contain images are handled as follows. If an item contains a single image, that image is placed at either the beginning or end of the question once it's imported by StudyMate Class (the beginning/end positioning is based on its proximity to the beginning or end in the original question wording). If an item has multiple images, only the first image is retained, with the text "*IMAGE*" inserted where additional images appeared in the original item.

The StudyMate Class format can also be imported into StudyMate Author, with True/False questions being converted to Multiple Choice questions with only two answers.

Preferences

A "preferences" option is located on the File menu bar, contains five tabs: *General*, *Edit & Publish*, *Retrieval*, *Conversions* and *Auto-Save*.

The top section of the *General* preferences allows you to prevent Respondus from automatically checking for updates to the Respondus software. (The checking occurs whenever an exam is published from Respondus to an online course.) Directly beneath this is a list of learning management systems. If you only want to be informed of updates that relate to specific learning management systems, unselect those systems for which you are not interested. The final option on the *General* tab allows the current description of the Respondus file to be edited.

The *Edit and Publish* preferences provide a variety of options:

- The ability to discard font changes when copying and pasting from another program
- The ability to change the default point value for new questions that are created or imported
- The ability to prevent the "ALT text" window (for entering text for screen readers) from appearing each time an image is added to an exam
- The scaling percentage that should be used for equations that are published to the online course
- The ability to change the default font for questions that are published to Blackboard. (We highly recommend that you don't change the default font. If you change the default font and later need to edit your questions from within Blackboard using a browser, it will be more difficult because the font HTML will be intermixed with the question wording. Also note that changes to the default font will not be applied to tables or any text that already has a specific font applied it.)

The fourth preference tab, *Conversions*, allows the settings to be determined for files that are converted from one LMS personality to another. If you do not want to be asked each time how certain issues should be handled for the file conversion, then select the settings that you prefer.

The *Auto-Save* tab controls what actions, such as adding a new question or editing an existing question, cause the program to automatically save the current document.

Update License

For the campus-wide version of Respondus this allows updating the license information at any time, for example to change the support contact or to renew the license early. *Update License* is located under *File* on the menu bar.

Cleanup HTML Tool

Questions imported from a Word document or by pasting from Word into a question editor may contain more formatting than is needed, such as font

changes and styles that don't work properly with a learning management system server.

The *Cleanup HTML* tool, located under *File* on the menu bar, allows you to apply three levels of cleanup to all questions in the current file. The first level strips away some extra font and style information that is usually not appropriate for use on servers. The next level removes almost all font information so that the server's normal fonts are used instead of other fonts. The final level removes almost all formatting which can solve problems with unsafe HTML that are not fixed using the other two levels.

Question Title Tool

There are many situations when it is desirable to rename all the titles in the Respondus file to provide a consistent look or numbering sequence. For example, if you copy questions from many different files, import additional questions to that file, and then create some questions directly within Respondus, you may end up with a haphazard list of titles.

The *Question Title Tool*, located under *File* on the menu bar, lets you specify a "stem" (or string of text) that all question titles will start with. The stem text will then be followed by consecutive numbering that begins with 1 (or 01, or 001, etc.). For example, if you enter "Chapter1-" as the stem text, and then select "001" as the format for the numbering scheme, the title for the first question will be changed to Chapter1-001, the title for the second question will be changed to Chapter1-002, and so on. If you specify a range of questions for the titles being changed, you can provide even more specific titles throughout your file. For instance, questions 1-20 might use the stem "Ch1-Unit1-" and questions 21-30 might use the stem "Ch1-Unit2-" and so forth.

Check for Update

The "Check for Update" tool, located on the *Help* menu bar, provides an easy way to see if an update is available for Respondus. When Respondus is used to publish an exam, it will automatically check to see if an update is available for the Respondus software (this check will occur only once in a 24-hour period). *No information about your computer hardware and software is collected by Respondus, Inc. during this process.* Instead, the Respondus software *retrieves* information from Respondus.com and will display a message if an update is available. You will then have the choice of upgrading to the latest version of the software.

To manually check for a software update, select the "Check for Update" option from the *Help* pull-down menu (you will need a live Internet connection). Respondus will instantly return a message indicating whether an upgrade is available. If an upgrade to Respondus is available, you can let Respondus

download the required file(s) automatically and update the software for you. This is the easiest way to apply a patch or upgrade.

If you prefer that Respondus does not automatically check for an update during the publishing step, go to the File menu, select Preferences, and unselect the appropriate checkbox under the *General* tab.

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